UNITED STATES GOVERNMENT PRINTING OFFICE

STYLE MANUAL

January 1959

CFTRI-MYSORE
7493
Style manual.

Tlmg

UNITED STATES GOVERNMENT
PRINTING OFFICE

STYLE MANUAL

ISSUED BY THE PUBLIC PRINTER
UNDER AUTHORITY OF SECTION 51 OF AN ACT
OF CONGRESS APPROVED JANUARY 12, 1895

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JAMES L. HARRISON

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7493
Style manual..

APPROVED BY THE JOINT COMMITTEE ON PRINTING

◆

CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, November 14, 1958.

DEAR SIR: Receipt is acknowledged of the proof pages of the Government Printing Office STYLE MANUAL for inspection and approval.

The STYLE MANUAL as compiled and submitted is approved by the Joint Committee on Printing.

Respectfully,

CARL HAYDEN,
Chairman.

To the PUBLIC PRINTER,
Government Printing Office.

EXTRACT FROM THE PUBLIC PRINTING LAW

OF JANUARY 12, 1895

✦

SECTION 51. THE FORMS AND STYLE IN WHICH THE PRINTING OR BINDING ORDERED BY ANY OF THE DEPARTMENTS SHALL BE EXECUTED, AND THE MATERIAL AND THE SIZE OF TYPE TO BE USED, SHALL BE DETERMINED BY THE PUBLIC PRINTER, HAVING PROPER REGARD TO ECONOMY, WORKMANSHIP, AND THE PURPOSES FOR WHICH THE WORK IS NEEDED (U.S.C., TITLE 44, SEC. 216).

PREFACE

By act of Congress the Public Printer is authorized to determine the form and style of Government printing. The STYLE MANUAL is the product of many years of public printing experience, and its rules are based on principles of good usage and custom in the printing trade. In addition, the MANUAL attempts to keep abreast of and sometimes anticipate changes in orthography, grammar, and type production. It has grown with Government and the ever-expanding body of language with new terms and expressions.

Essentially, it is a standardization device designed to achieve uniform word and type treatment, and aiming for economy of word use. Such rules as are laid down for the submission of copy to the GPO point to the most economical manner for the preparation and typesetting of manuscript. Following such rules eliminates the need of additional chargeable processing by the GPO.

It should be remembered that the MANUAL is primarily a GPO printers stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. As a printers book, it necessarily uses terms which are obvious to those skilled in the graphic arts. A glossary of such printing terms to be complete would unnecessarily burden the MANUAL. (See bibliography on pp. 2–3.)

Its rules cannot be regarded as rigid, for the printed word assumes many shapes and variations in type presentation. An effort has been made to provide complete coverage of those elements which enter into the translation of manuscript into type.

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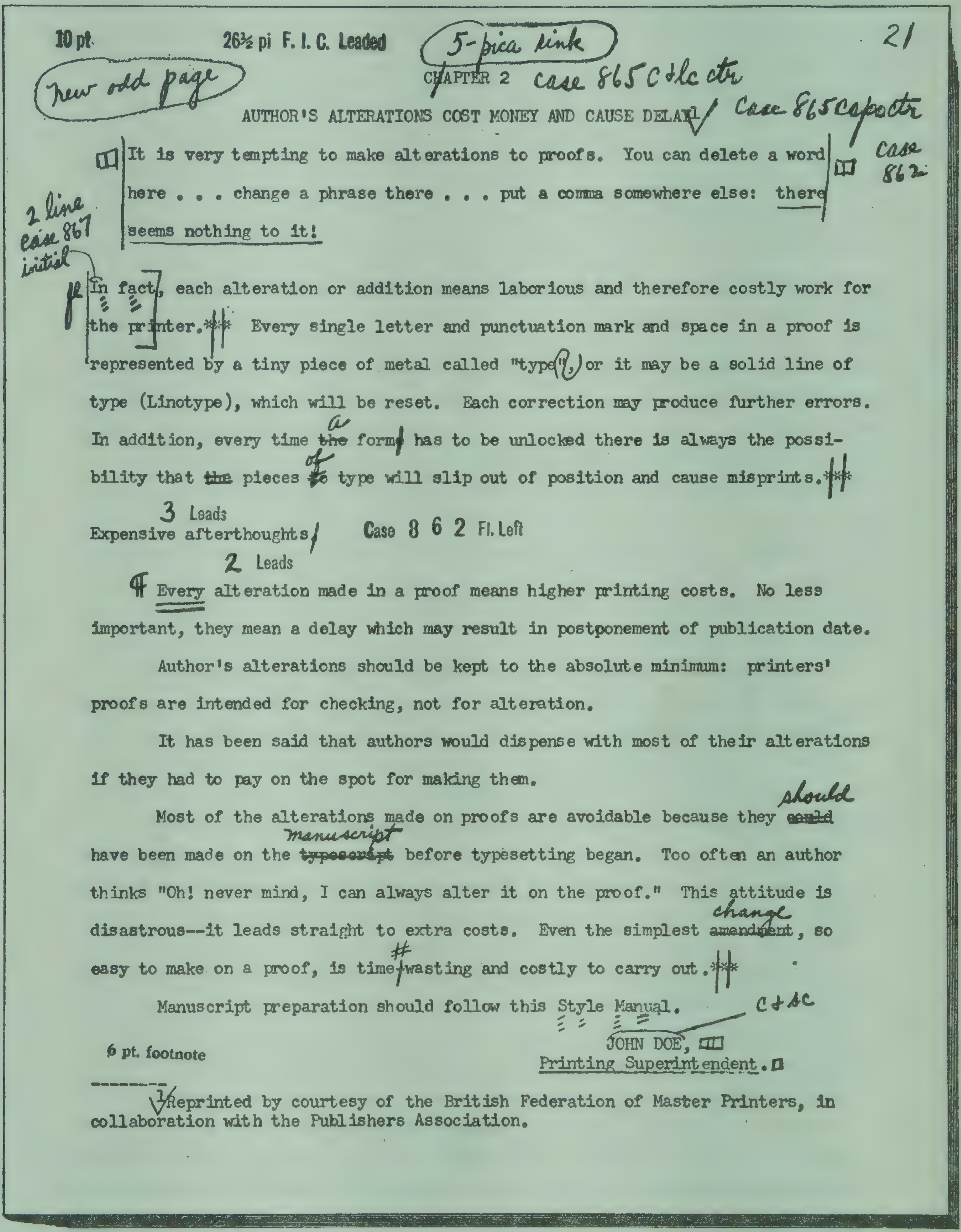
IDEAL COPY FOR PRINTER

Below is an example of a manuscript page showing double-spaced copy, copy preparation, type size and line width, leading, initial and display type marked, and proper placement of footnote. Page is complete and requires no copycutting. Tabular matter and illustrations should be submitted on separate sheets. (See rules 1.2, 1.5, 1.6, p. 1; 2.1, p. 7.)



10 pt 26½ pi F. I. C. Leaded 5-pica sink 21

new odd page

CHAPTER 2 case 865 C+lc ctr

AUTHOR'S ALTERATIONS COST MONEY AND CAUSE DELAY[1] Case 865 cap ctr

Case 862

It is very tempting to make alterations to proofs. You can delete a word here . . . change a phrase there . . . put a comma somewhere else: there seems nothing to it!

2 line case 867 initial

In fact, each alteration or addition means laborious and therefore costly work for the printer. Every single letter and punctuation mark and space in a proof is represented by a tiny piece of metal called "type", or it may be a solid line of type (Linotype), which will be reset. Each correction may produce further errors. In addition, every time ~~the~~ a form has to be unlocked there is always the possibility that ~~the~~ pieces ~~to~~ of type will slip out of position and cause misprints.

3 Leads

Expensive afterthoughts Case 8 6 2 Fl. Left

2 Leads

Every alteration made in a proof means higher printing costs. No less important, they mean a delay which may result in postponement of publication date.

Author's alterations should be kept to the absolute minimum: printers' proofs are intended for checking, not for alteration.

It has been said that authors would dispense with most of their alterations if they had to pay on the spot for making them.

Most of the alterations made on proofs are avoidable because they ~~could~~ should have been made on the ~~typescript~~ manuscript before typesetting began. Too often an author thinks "Oh! never mind, I can always alter it on the proof." This attitude is disastrous--it leads straight to extra costs. Even the simplest ~~amendment~~ change, so easy to make on a proof, is time-wasting and costly to carry out.

Manuscript preparation should follow this Style Manual. C+sc

JOHN DOE,
Printing Superintendent.

6 pt. footnote

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[1] Reprinted by courtesy of the British Federation of Master Printers, in collaboration with the Publishers Association.

1. SUGGESTIONS TO AUTHORS AND EDITORS

1.1. This Style Manual is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting publication and in reducing printing expenditures.

1.2. Copy must be carefully edited in accordance with the style laid down herein before being sent to the Government Printing Office. Changes on proofs add greatly to the expense and delay the work.

1.3. Legible copy, not faint carbon copies, must be furnished. This is essential in foreign-language copy and in copy containing figures.

1.4. Copy should be sent flat, with the sheets numbered consecutively, and typewritten on one side of the paper only. If both sides of reprint copy are to be used, a duplicate must be furnished.

1.5. To avoid mutilation of copy, each page should begin with a paragraph.

1.6. Tabular matter and illustrations should be on sheets separate from the text, as each is handled separately during typesetting.

1.7. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.

1.8. Manuscript and typewritten copy in a foreign language should be marked accurately as to capitalization, punctuation, accents, etc.

1.9. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page.

1.10. Photographs, drawings, etc., for illustrations should accompany the manuscript, each bearing the name of the publication in which it is to be inserted and the figure or plate number. The proper place for each text figure should be indicated on the copy by inserting its number and title.

1.11. A requisition for work containing illustrations must be accompanied by a letter certifying that the illustrations are necessary and relate entirely to the transaction of public business (U.S.C., title 44, sec. 118). The total number of illustrations and the processes of reproduction desired should also be indicated. Instructions should be given on the margin of each illustration if enlargement or reduction is necessary.

1.12. If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of copy.

1.13. Samples should be furnished if possible. They should be plainly marked, showing the desired type, size of type page, illustrations if any, paper, trim, lettering, or binding; but they will not be considered as style for typesetting if they conflict with the rules in this Style Manual.

1.14. To expedite work production, avoid use of limited-equipment typefaces on text composition wherever possible. Special typefaces (usually faces other than Modern roman) with few fonts delay typesetting production. Refer to GPO Specimens of Type Faces (p. 2) to determine extent of type supply.

1.15. In looseleaf or perforated-on-fold work, indicate folio sequence, including blank pages, by circling in "blue." Begin with first page of text (title). Do not folio separate covers and/or dividers.

1.16. Indicate on copy if separate or self cover. When reverse printing in whole or in part is required, indicate if solid or in tone.

1.17. Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consideration should be given to folding and inserting these into an envelope pasted to inside back cover.

1.18. Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Over two blank pages at end should be avoided where possible.

1.19. Indicate alternate choice of paper on requisition. Wherever possible, confine choice of paper to general use items carried in inventory as shown in GPO Paper Catalog.

1.20. When nonstandard trim sizes and/or type areas are used, indicate head and back margins desired. Otherwise, GPO will determine margins. The GPO Letterpress and Offset Printing Standards (also included in GPO Layouts for Imposition) are to be followed wherever possible. (See "Imposition," p. 15.)

1.21. Avoid "bleed" cuts wherever possible.

1.22. On return of galley proofs for page makeup, departments should submit copy for running heads and numbering sequence of folios, including preliminary pages.

1.23. All corrections should be made on first proofs submitted, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.

1.24. Corrections should be marked on the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

1.25. The following related Government Printing Office and departmental publications are available from the Superintendent of Documents, Washington 25, D.C.:

Word Division, a supplement to Government Printing Office Style Manual, sixth edition (1962), 192 pages.

Basic rules for division of words; division into syllables of about 20,000 words.

Specimens of Type Faces in the U.S. Government Printing Office (revised edition in preparation).

Specimens of typefaces for Government editors, printers, and authors; varieties and sizes available; special signs, ornaments, and characters; and rules and borders. Includes Fotosetter typefaces.

Typography and Design, apprentice training series (intermediate period), 187 pages.

Twenty-four lectures, with questions for study and discussion, books for reading, and suggested projects.

Theory and Practice of Composition, apprentice training series (orientation period), 254 pages.

Forty lectures on type composition, with questions for study and discussion, books for supplementary reading, suggested projects, and a glossary.

Theory and Practice of Presswork, apprentice training series (orientation period), 248 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

Theory and Practice of Bookbinding, apprentice training series (orientation period), 246 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

Layouts for Flat-Bed, Rotary, and Web Press Imposition, 202 pages. Illustrated.

Most frequently used layouts of faceup impositions; types of folds; and a signature-size chart, with index.

U.S. Government Correspondence Manual.

Designed to standardize Government correspondence for uniform format, styles of addresses, salutations, and closings. Prepared by Government Interdepartmental Committee.

Bureau of the Census Manual of Tabular Presentation, 266 pages.

An outline of theory and practice in the presentation of statistical data in tables for publications.

Printer 1 & C, Navy Training Courses, NavPers 10458, 650 pages. Illustrated.

Describes various printing processes, including Linotype, coldtype composition, press, and bindery operations. Discusses typography, layout, and copy preparation. In addition, an explanation of engraving and lithographic processes. A glossary of graphics arts terms is included.

Lithographer 3 & 2, volume 1, Navy Training Courses, NavPers 10452, 584 pages. Illustrated.

Offers a brief history of lithography. Discusses copy preparation, photographic equipment and processing. Also describes stripping, plate graining, and platemaking operations, with a glossary of terms used.

Lithographer 3 & 2, volume 2, Navy Training Courses, NavPers 10453, 608 pages. Illustrated.

This volume continues the subject, with emphasis on operation and maintenance of letter and offset presses, in addition to folding machines. Glossary.

Lithographer 1 & C, Navy Training Courses, NavPers 10454, 336 pages.

Extends discussion of lithography covered in the two volumes above. Further treatment of copy preparation, dummying, camera work, platemaking, presswork and inks, and photoengraving. Glossary.

Guide for Preparation of Air Force Publications, AF Manual 5–1, 171 pages. Illustrated.

Offers suggestions on writing. Describes graphic arts procedures, in addition to artwork preparation, pasteup, reproduction, etc.

Guide for Air Force Writing, AF Manual 11–3, 133 pages.

The U.S. Air Force Dictionary, 578 pages.

Journalist 3 & 2, Navy Training Courses, NavPers 10294, 201 pages. Illustrated.

Manual covers news writing and photography, copy editing, printing, and radio and television. A glossary of journalism, radio, and printing terms is included.

Plain Letters, National Archives and Records Service, General Services Administration, 47 pages.

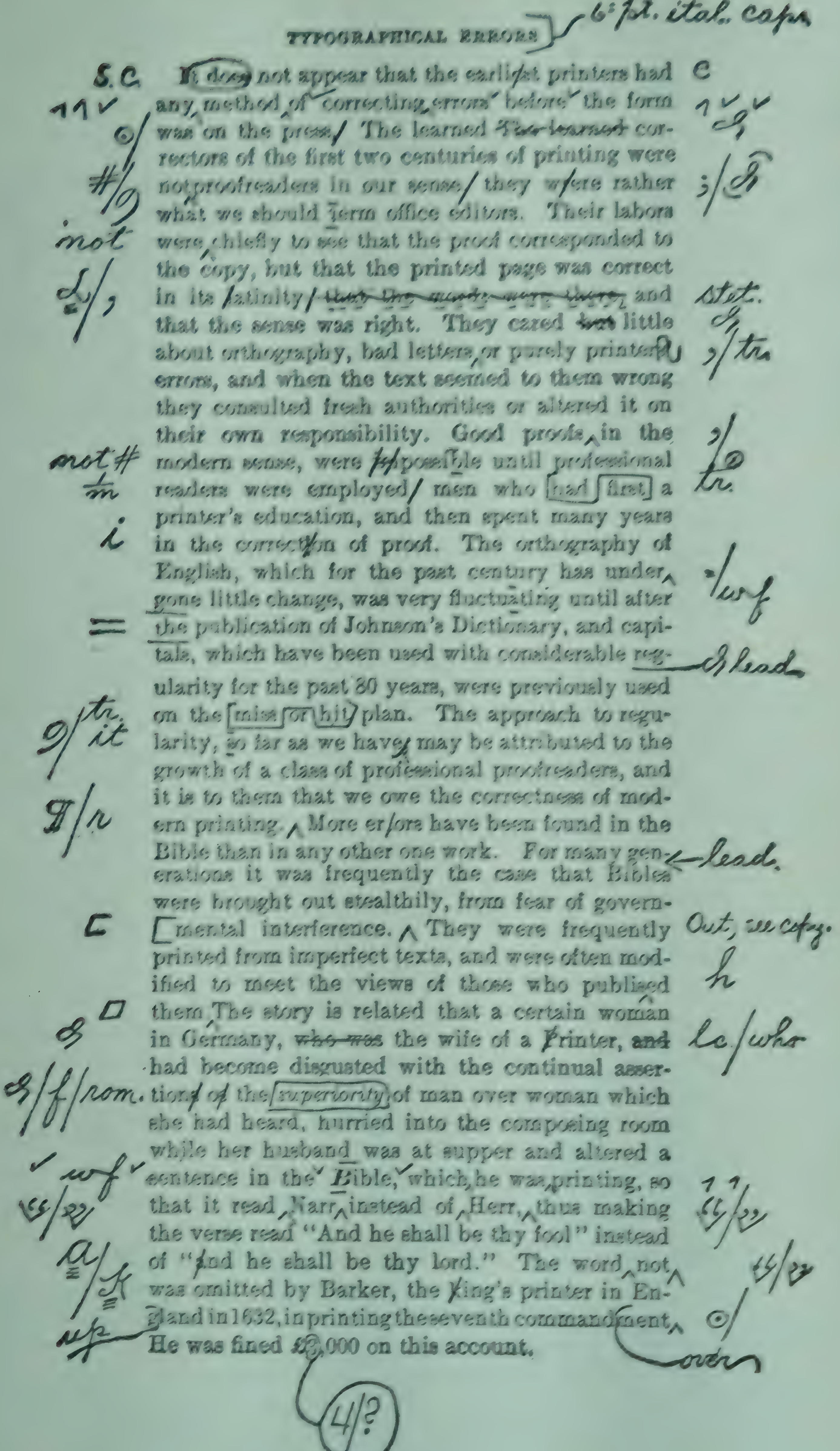
Directed at those who write and sign letters. Offers writing shortcuts and how to avoid cliches in writing.

Form Letters, National Archives and Records Service, General Services Administration, 33 pages.

Basic elements of form-letter design. Describes use of form letters to replace formal correspondence.

1.26. Corrections in proofs read by authors or department readers must be indicated as follows:

⊙	Period.
,	Comma.
=	Hyphen.
:	Colon.
;	Semicolon.
’	Apostrophe.
“ / ”	Quotations.
□	Em quadrat.
1/m	One-em dash.
2/m	Two-em parallel dash.
⊥	Push down space.
◠	Close up.
∨	Less space.
‸	Caret—left out, insert.
⟲	Turn to proper position.
#	Insert space.
⊏ or ⊐	Move to left or to right.
⊓ or ⊔	Move up or move down.
tr.	Transpose.
---- or stet	Let it stand.
₰	Dele—take out.
⊗	Broken letter.
¶	Paragraph.
No ¶	No paragraph.
wf	Wrong font.
∨# or eq #	Equalize spacing.
≡ or Caps.	Capitals.
= or s. c.	Small capitals.
lc.	Lowercase.
∨ or ∧	Superior or inferior.
---- or ital.	Italic.
rom.	Roman.
[/]	Brackets.
(/)	Parentheses.



TYPOGRAPHICAL ERRORS 6 pt. ital. caps

S.C. It does not appear that the earliest printers had e
any method of correcting errors before the form
⊙/ was on the press/ The learned ~~The learned~~ cor-
rectors of the first two centuries of printing were
#/ notproofreaders in our sense/ they were rather ;/
what we should term office editors. Their labors
inot were chiefly to see that the proof corresponded to
the copy, but that the printed page was correct
in its latinity/ ~~that the words were there~~ and stet.
that the sense was right. They cared ~~but~~ little
about orthography, bad letters or purely printers ,/tr.
errors, and when the text seemed to them wrong
they consulted fresh authorities or altered it on
their own responsibility. Good proofs in the ;/
not # modern sense, were impossible until professional ⊙
1/m readers were employed/ men who had first a tr.
printer's education, and then spent many years
i in the correction of proof. The orthography of
English, which for the past century has under- /wf
gone little change, was very fluctuating until after
= the publication of Johnson's Dictionary, and capi-
tals, which have been used with considerable reg- lead
ularity for the past 80 years, were previously used
tr. on the miss or hit plan. The approach to regu-
it larity, so far as we have may be attributed to the
growth of a class of professional proofreaders, and
it is to them that we owe the correctness of mod-
/r ern printing. More erors have been found in the
Bible than in any other one work. For many gen- lead.
erations it was frequently the case that Bibles
were brought out stealthily, from fear of govern-
[mental interference. They were frequently Out, see copy.
printed from imperfect texts, and were often mod-
ified to meet the views of those who publised h
□ them The story is related that a certain woman
in Germany, ~~who was~~ the wife of a Printer, ~~and~~ lc./who
had become disgusted with the continual asser-
/f/rom. tions of the *superiority* of man over woman which
she had heard, hurried into the composing room
while her husband was at supper and altered a
wf sentence in the Bible, which he was printing, so
that it read Narr instead of Herr, thus making
the verse read "And he shall be thy fool" instead
a/K of "and he shall be thy lord." The word not
was omitted by Barker, the king's printer in En-
gland in 1632, in printing the seventh commandment ⊙/
up He was fined £3,000 on this account. over

4/?

2. GENERAL INSTRUCTIONS

PREPARING COPY

2.1. The first duty of copy preparers is to mark those things which are not readily understood and to indicate headings, indentions, dashes, new pages, new odd pages, and other matters of style necessary to give the completed book a good typographic appearance. They must indicate point size and type series on copy, and whether matter is to be leaded or double leaded, etc.; verify folio numbers; and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked: (1) Text matter will be set in 10-point solid and tables in 6-point solid (tables in leaded matter will also be set solid); (2) 9-unit figures will be used in tables when boldface is requested; (3) 2-point (hairline) rules will be used in tables.

2.2. Quoted or extract matter, and lists should be set 2 points smaller than text, and quotation marks at beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be cut in 1 to 3 ems, depending on measure, and initial and closing quotes should be omitted; this does not apply to congressional work.

"Follow," "follow literally," etc.

2.3. To prevent confusion and delay and to insure economy in printing, all copy that bears no preparation by the requisitioning agency will be set in accordance with the rules laid down in this STYLE MANUAL, with which editors and compilers are expected to become familiar, except that in some classes of printing of a legal, technical, or historical nature it may be necessary to adhere strictly to the original text, and the requisitioning office may then properly mark such copy "Fol." or "Fol. lit."

2.4. Copy marked "Fol." will be followed with respect to verbal expression, abbreviations, signs, symbols, figures, and italic, but not with respect to punctuation (including compounding) or capitalization. In "Fol." matter any spelling (not including compounding) is permissible that has the sanction of any dictionary.

2.5. Copy authorized to be marked "Fol. lit." must be thoroughly prepared by the requisitioning agency as to capitalization, punctuation (including compounding), abbreviations, signs, symbols, figures, and italic, and such copy, including even manifest errors, will be followed. "Fol. lit." does not include size and style of type.

2.6. Follow the position of quotation marks in relation to other punctuation marks in matter marked "Fol. lit." and "Fol., incl. caps and punc." Abbreviations with points (as in U.S.C., U.S., r.p.m., i.e.) close up. Abbreviations also close up in "Fol. lit." matter, unless prepared with spaces. (See rule 10.7, p. 149.)

2.7. Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as "section 7(B)(1)(*a*)," "paragraph 23(*a*)," "paragraph *b*(7)," "paragraph (*a*)(2)"; *but* section 9(1) (*a*) and (*b*); section 7 *a* and *b*. In case of an unavoidable break, division will be made after elements in parentheses, and no hyphen is used. However, if spaces are prepared in "Fol. lit." matter, copy will be followed.

2.8. "Bill style" copy will follow the style of the Government Printing Office Bill Style Manual, which conforms to this STYLE MANUAL in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections, and volumes; the classification of vessels (A 1); and all other instances where *numbered* is used or implied. Punctuation as prepared must be followed.

2.9. It is not necessary to mark again anything that has been plainly indicated at the beginning of a sheet, as such preparation is to apply to the entire sheet; but on copy marked "Fol.," "Fol., incl. caps," or "Fol. lit.," the preparation must be carried throughout.

2.10. Copy ordered to be kept clean and returned intact must be marked as lightly as possible, so that erasures may be easily made.

2.11. Copy preparer's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed. The copy preparer must not deviate from the style laid down in this STYLE MANUAL unless authorized to do so by the Chief Copy Preparer.

Abbreviations

2.12. In marking abbreviations to be spelled, preparers must show what the spelled form should be, unless the abbreviations are common and not susceptible of more than one construction. An unfamiliar abbreviation, with spelled-out form unavailable, is not changed.

Capitalization

2.13. Unusual capital and lowercase letters must be indicated.

Datelines, addresses, and signatures

2.14. Copy preparers must mark caps, small caps, italic, abbreviations, and indentions; also indicate line breaks where necessary.

Decimals and common fractions

2.15. In figure columns containing decimals or common fractions, preparers must indicate at the top of each folio of a continued table the "clear" or space necessary to preserve proper alinement. The "clear" indicated for decimals does not include the bearoff.

"Et cetera," "etc.," "and so forth"

2.16. In printing a speaker's language, the words *and so forth* or *et cetera* are used—not the abbreviation *etc.* If a quoted extract is set in type smaller than that of the preceding text and the speaker has summed up the remainder of the quotation with the words *and so forth* or *et cetera,* these words should be placed at the beginning of the next line, flush and lowercase, and an em dash should be used at the end of the extract.

Folioing and stamping copy

2.17. Folio numbers should be placed in the upper right-hand corner, preferably half an inch from the top.

2.18. All other stamping—type size, measure, etc.—should be placed in the upper left-hand corner. On cards, any available space may be used.

2.19. Divided tables that have to be cut or that continue on more than one sheet of copy must be folioed down the first divide to the end of the table and continue on the next and following divides to the end. Parallel tables and pasters require only one folio number on each page of copy.

Footnotes and reference marks

(For text, see rules 16.1–16.20, pp. 213–214; for tables, see rules 14.94–14.118, pp. 190–192.)

Headings

2.20. The type to be used for all headings must be marked—case number or size of type, caps, caps and small caps, small caps, caps and lowercase, lowercase (first word and proper nouns capitalized), or italic. (See also rule 3.51, p. 29; Specimens of Type Faces in U.S. Government Printing Office, p. 2.)

Pickup

2.21. The jacket number of a job from which matter is to be picked up must be indicated. New matter should conform in style to that of the pickup.

Sidenotes and cut-in notes

2.22. Sidenotes and cut-in notes are set each line flush on left and ragged on right, unless otherwise prepared, and are always set solid. Sidenotes are usually set in 6 point, 4½ picas wide.

SEC. 920. Abuse of the rule.

An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege * * *.

2.23. The measure allowed for a cut-in note is 6 picas, unless otherwise marked, and the note bears off from the text—above, below, and at the side—not less than an em of the text type. A cut-in note begins on the third line of the paragraph if the length of the paragraph permits.

SEC. 920. Abuse of the rule.

An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege, he was excluded by direction of the Speaker (V, 7288). In one case where an ex-Member was abusing the privilege * * *.

Signs, symbols, etc.

2.24. All signs, symbols, dashes, superiors, etc., must be plainly marked. Names of Greek letters must be indicated, as they are frequently mistaken for italic or symbols.

2.25. The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1 in typewritten matter. Copy preparers must indicate whether the second character is a letter or a figure.

2.26. Since typewriters use the same characters for figure 1 and lowercase l, cipher and cap O, all such characters will be printed as figures unless otherwise marked.

Letters illustrating shape and form

2.27. Letters used to illustrate shape and form, as U-shape(d), A-frame, T-bone, T-rail, are set in gothic—case 392 for 10 point, case 391 for 8 point, and case 390 for 6 point—except that for **I**-beam, cases 14, 13, and 12, respectively, are used.

2.28. Plurals are formed by adding the apostrophe and *s*, as T's, Y's, etc. *Golf tee*(*s*) should be spelled, as it does not indicate shape.

2.29. A gothic capital is not used in *X-ray*, *U-boat*, *V–8*, and other expressions which have no reference to shape or form.

TYPE COMPOSITION

2.30. Compositors and operators must study carefully the rules governing composition. Failure to do this will show plainly on proofs.

2.31. In correcting pickup matter, the compositor or operator must indicate what portion was actually reset.

2.32. Every precaution must be taken to prevent the soiling of proofs, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

2.33. Corrections queried in a ring must not be made, as such queries are intended for the author.

2.34. If after a proof is read the first time, a word or line is pied or a dropout occurs, attention must be called to such mishap by marking that part of the proof "*Pied*" or "*Dropout.*" If a proof is not available, the type involved must be placed feet uppermost when returned to position. This direction is intended for all who handle type.

2.35. In correcting matter set on the Linotype, care must be taken to insert corrected type slugs in their proper places and to remove only such type slugs as necessary. Matter must be run down to see that lines have not been duplicated, transposed, or eliminated. If the corrector is in doubt, he must read the slugs.

Leading and spacing

2.36. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter. Very thin or very wide spacing in first line of a paragraph should be avoided. Words in a line requiring more than 1 em of space between them should be letterspaced, but the fewer letterspaced words the better. All of a short word is letterspaced rather than part of a long word. (See also rule 14.132, p. 194.)

2.36.1. To aid readability, an em quad (or double space) is used at the end of a sentence. This applies to all type composition, and includes Teletypesetter, reproduction, and other printing. Unless otherwise specified, this rule will apply.

2.37. If the last line of a paragraph follows a widely spaced line, it is spaced with en quads instead of 3-em spaces.

2.38. Center or flush heads set in caps, caps and small caps, small caps, or boldface are spaced with en quads between words, and the space is widened proportionately for an extended face or for letterspaced words.

2.39. Centerheads are separated from the text by slugs, the space below the head being at least 2 points less than the space above: 10-point slug above and 8-point slug below in 10-point text; 8-point slug above and 6-point slug below in 8- and 6-point text. However, a head which clears the line above or below by at least 1 em requires no additional space.

2.40. Heads set in caps are leaded, even in solid matter.

2.41. In solid matter, "2 leads," "3 leads," and similar space designations marked on copy mean "2 leads" (4 points), "3 leads" (6 points), etc.

In leaded matter (machine-leaded Linotype, or Monotype with shoulder), "2 leads," "3 leads," etc., will include space on type; e.g., "2 leads" means a 2-point lead plus space on type.

2.42. Unless otherwise marked, flush heads are separated from text by 2 leads above and 1 lead below in solid matter, and by 3 leads above and 2 leads below in leaded matter.

2.43. Full-measure numbered or lettered paragraphs and quoted extracts are not separated by leads from adjoining matter.

2.44. Unless otherwise marked, extracts which are set off from the text by smaller type or are indented on both sides are separated by 3 leads in leaded matter and by 2 leads in solid matter.

2.45. Extracts set solid in leaded matter are separated from the text by 3 leads.

2.46. Flush lines following extracts are separated by 3 leads in leaded matter and by 2 leads in solid matter.

2.47. Footnotes are leaded if the text is leaded, and are set solid if the text is solid.

2.48. Legends are leaded if text is leaded, and solid if text is solid.

Indentions

2.49. In measures less than 30 picas, the paragraph indention is 1 em. Paragraph indentions in cut-in matter are 3 ems, overs 2 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 217.)

2.50. In matter set 30 picas or wider, the paragraph indention is 2 ems. Paragraph indentions in cut-in matter are 6 ems, overs 4 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 217.)

2.51. In measures less than 30 picas, overruns in hanging indentions are 1 em more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 1 em more than the following line.

2.52. In matter set 30 picas or wider, overruns in hanging indentions are 2 ems more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 2 ems more than the following line.

2.53. Indention of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.

2.54. Two-line centerheads are centered, but heads of three or more lines are set with hanging indention.

2.55. Overs in flush heads are indented 2 ems in measures less than 30 picas, and 4 ems in wider measures.

Legends for illustrations

2.56. Legends and explanatory matter of 1 or 2 lines are centered; if more than 2 lines, they are set with hanging indention. If an illustration is narrower than full measure and text is run at the side of it, the legend is set the width of the illustration; if text is not to be run at the side of the illustration, the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

2.57. Legend lines of illustrations which run the broad way should be printed to read up; that is, an even-page legend should be on the inside margin and an odd-page legend on the outside margin.

2.58. Unless other type is indicated, legends for illustrations are set in 8-point roman, lowercase.

2.59. Periods are used after legends and explanatory matter beneath illustrations. However, legends without descriptive language do not use a period. (See rule 9.95, p. 143.)

2.60. At beginning of legend, *Figure* preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

Figure 5, *not* Fig. 5 Figure A, *not* Fig. A

2.61. If a chart carries both a legend and footnotes, the legend is placed above the chart.

2.62. Letter symbols used in legends for illustrations are set in italic without periods and are capitalized only if so shown in copy.

PROOFREADING AND COPYHOLDING

2.63. Foremen of composing sections must see that special instructions and layout and style sheets are sent to the Proof Section with the first installment of each job.

2.64. Readers must consult the copy preparer's instruction sheet.

2.65. Speed is desirable, but accuracy is of first importance.

2.66. The reader should see that the rules governing spacing, division of words, and good printing generally have been observed. The reader who passes bad spacing will be held at fault.

2.67. If the reader detects inconsistent and erroneous statements, it is his duty to correct them. He must know, not guess, that they are errors, and he must be prepared, if called upon, to vindicate by recognized authority the soundness of his corrections. If he does not know, he must query.

2.68. If the grammatical construction of a sentence or clause is questioned by a reader and it seems desirable to change the form, he must indicate the proposed correction, add a query mark, and enclose all in a ring. If a statement of fact is thought erroneous or doubtful, he must underscore the matter in question, write in the margin "Author verify," and enclose it in a ring. It is not enough to write only a query in the margin: the reason for the query must be clearly shown. If there is little doubt, the correction should be made, but a query enclosed in a ring must be written beside the correction to call the author's attention to it.

2.69. A query appearing on copy must be carried to the author.

2.70. Proofs that are not clearly printed or are in any manner defective must be called to the attention of the deskman.

2.71. The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margin above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided.

2.72. In reading proof of wide tables, the reader should place the correction in white space as near as possible to the error, thus aiding all who handle the proof afterward. He should obliterate entirely a broken or defective figure and rewrite it in a ring. He should not use the transposition mark in little-known words or in figures. He should instead cancel the letters or figures and write them in the margin in the order in which they are to appear.

2.73. In marking errors in display or other unusual type, the case number must be indicated.

2.74. Readers must draw a ring around footnote references in proof, as an aid to the maker-up.

2.75. On discovering evidence of wrong-font matrices, the reader must immediately fill out a wrong-font notice which will be sent to typesetting section concerned.

2.76. Readers must not make important changes in indentions or tables without consulting the referee.

2.77. The marks of the copy preparer must be given consideration by all, as he is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

2.78. Any mark which will change the proof from the copy as prepared must be enclosed in a ring.

2.79. All instructions on copy must be carried on proof by readers.

2.80. Folios of copy must be "run" by the copyholder and checked against those marked on the proof.

2.81. In reading copy an unnecessarily loud tone of voice must be avoided. Short words are as important as long ones, and should be pronounced distinctly. Plurals should be sounded clearly, and names of persons or places pronounced distinctly or read by letters.

MAKEUP

2.82. Government publications will be made up in the following order unless otherwise indicated:

a. *Frontispiece*, faces title page.

b. *False title* (frontispiece, if any, on back).

c. *Title page.*

d. *Back of title*, blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, price notice, etc.

e. *Letter of transmittal* (new odd page).

f. *Foreword*, differs from preface in that it is an introductory note written as an endorsement by a person other than the author (new odd page).

g. *Preface*, by author (new odd page).

h. *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.

i. *Text*, begins with page 1 (if halftitle is used, begins with p. 3).

j. *Bibliography* (new odd page).

k. *Appendix* (new odd page).

l. *Index* (new odd page).

2.83. An *introduction* differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.

2.84. To number preliminary pages, use small-cap Roman numerals.

2.85. A separate cover should not be used on booklets of 32 or fewer pages (p. 1 should be a self-cover or should carry a displayed title heading followed by table of contents, if any, and the text).

2.86. Before beginning his work the maker-up must ascertain the length of type page and style of folios to be used.

2.87. If it is found necessary to make a short page, the facing page should be of approximately equal length if the text permits.

2.88. A blank or sink of 6 picas should be placed at the head of each new odd or even page of 46-pica or greater depth; pages with a depth of from 36 to 45 picas, inclusive, will carry a 5-pica sink; pages less than 36 picas, 4 picas.

2.89. If top center folio is used, the folio on a new page must be placed at the bottom, centered, and enclosed in parentheses.

2.89.1. Where running heads with folios are used, heads are included in overall page depth. However, first pages of chapters and pages with bottom folios are made up with folios in margin. Bottom folios on short preliminary pages will be made up with page numbers two leads from last line.

2.89.2. Jobs made up with bottom folios will have all page numbers, including preliminary pages, alining on the bottom in the margin.

2.89.3. Jobs with both running heads and bottom folios will be treated as outlined in rule 2.89.2.

2.90. Contents, list of illustrations, preface, or any other matter that makes a page in itself should be placed 12 points or more nearer top than bottom, the difference depending upon the length of page.

2.91. In "cleared" indexes the words being cleared must be repeated on following page at the top of the column or page.

2.92. Continued heads over tables and leaderwork must be condensed into one line if possible.

2.93. Footnote references are repeated in boxheads or in continued lines over tables, unless special orders are given not to do so.

2.94. Six-point notes above tables are enclosed in brackets and are not repeated with continued heads unless they are needed on each page for the purpose of clarity.

2.94.1. A broadside (lengthwise) table beginning on even (left) page and which carries over to facing right page will be made up flush right for left page (if left page is less than full width) and flush left for right page.

2.94.2. A broadside table of less than page width will center on the page.

2.95. Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page; if this is not possible, the space above and below the centerlines should be reduced, commencing at the bottom of the page.

2.96. In making up a page of two or more columns with an illustration more than one column in width, the text should be broken so that it will read from above the illustration to the same column below. If a table, diagram, or layout occurs under the same conditions, the text should double up above it.

2.97. In matter set two or more columns to the page, footnotes to full-measure headings should be set page width, while the text footnotes should be set column width and carried at the foot of the column in which the references appear.

2.98. Two or more short footnotes coming together may be combined by the maker-up in one line, with the blank spaces between footnotes equalized, provided the spaces are not less than 2 ems.

[1] Preliminary.   [2] Including imported cases.   [3] Imported.

2.98.1. Backstrips should run down (from top to bottom) on all publications, except when ordering agency specifies runup (from bottom to top) backstrips.

IMPOSITION

2.99. Imposition is the general term applied to the task of locking up pages of type, plates, or negatives for press. Imposing refers specifically to laying or arranging pages so that a press sheet, when printed and folded, will produce a signature with pages in proper sequence. A page is considered the unit of a signature; the two companion pages, the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn or sheetwise, these companion pages are never separated; their position in the printed pamphlet is determined by the fold.

2.100. In the layout of pages, each page must be in its proper sequence, determined by the type of fold desired. (See Layouts for Imposition, p. 3.) Margins are governed by the trim size of finished book or pamphlet. After trim size has been established, the sheet size of stock is selected. For example, GPO standard octavo is type width, 26½ picas; type depth, 46 picas; trim size of finished book or pamphlet, 5⅞ by 9⅛ inches. The number of pages to be printed is broken down into signatures of 16 pages each and the most practical layout is chosen. In this case, four rows of four pages each. Thus stock size is four times 5⅞ inches for width and four times 9⅛ inches for depth. As it is necessary to allow a minimum of ⅛-inch trim after signatures are folded, the sheet size will be 24 by 38 inches, standard stock size. The margins, which are the back or binding edge, head or top, outside, and foot or bottom, are then determined by allowing enough white space from the type area to give a proper balance to the finished book. It is generally agreed that a 4-pica back and a 3-pica head, after trim, are standard margins for this particular trim size on saddle stitch or sewed jobs. Other standards have been incorporated in the GPO Layout Book. These margins are followed unless requisition specifies nonstandard margins.

2.101. To illustrate further that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet. The other two companion pages that make up the quarter of the sixteen are likewise printed in the center of the quarter sheet, which is 19 inches, one-half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins and another multiple of two (four) to get the bottom margins.

2.102. Margins should be governed by the trimmed book and not by the untrimmed sheet. The back margin or gutter should be such that it will bring the pages nearly in the center of the open printed book, putting any excess space in the outer margins, except in books that are to be side stitched, in which additional space must be allowed for the stitching. The margins should be so planned that when the book is delivered from the binder the back margin is less than the outside. The top margin of the trimmed book should be at least 3 picas and the bottom margin at least 4 picas. The outside margin should be at least 1 pica greater than the back but not as wide as the bottom margin.

2.103. If a running head is used, the head margin should be the same as the back margin; but if a bottom folio is used, that line and the slug above it should be counted as part of the margin. (See also rules 2.89.1–2.89.3, p. 14.)

REVISING

Galley revising

2.104. The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough for him merely to follow the marks found on the proof. He should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated by the compositor in making the corrections. (See rule 2.115.)

2.105. A reviser must not remodel the punctuation of the readers or make any important changes. If he thinks that an important change should be made, he must submit the proposed change to the Chief Reviser for decision.

2.106. In the body of the work, new pages must be properly indicated on the proof. Tables of contents, letters of transmittal, lists of illustrations, the text proper, all matter following halftitles (except parallel tables), and indexes must begin on new odd pages unless instructions to the contrary are given.

2.107. All instructions on proofs must be transferred to revises.

2.108. All queries must be carefully transferred to the revises.

2.109. Each paragraph containing an alteration causing an overrun should be reread.

2.110. Revising must be done with reasonable dispatch, but accuracy must not be sacrificed to speed.

2.111. Corrector's slug number must be written on revise proof.

Page and stone revising

2.112. Page and stone revising require great diligence and care. Not only must the reviser see that the rules governing the work of those who precede him have been followed but he must be on the alert for a multiplicity of points not coming within their sphere.

2.113. The reviser is responsible for marking off all bleed and off-center pages.

2.114. A blank page must be indicated at the bottom of the preceding page.

2.115. Special care must be exercised in revising linotype matter. It is necessary to read the entire line in which a correction has been made, to see that the line has been inserted in the proper place, and to see that the lines above and below have not been disturbed. If it appears that a correction has not been made, the reviser should carefully examine each line on the page to see if the correction was inserted in the wrong place or if lines have been transposed.

2.116. The following rules must be carefully observed:

a. See that proof is clean and clear; send for another if necessary.

b. Before beginning page revising, see that galley proofs run consecutively and that in continuous makeup the matter on the galleys connects.

c. See that page folios are consecutive, that running heads are correct and uniform, and that the proper signature mark is correctly placed. If an error is found in running heads or in signature marks, notify the Chief Reviser immediately, so that the correction may be made in other forms or pages of the same job.

d. Revise carefully, observe connection between pages, take care that continued and repeated lines are free from errors, and carry all unanswered queries if the proof is to be sent to the author; if not, see that all queries are answered.

e. If a revise is not properly corrected or is not reasonably free from errors, call for another corrected proof, stating number of copies wanted, and destroy all duplicates.

f. Watch for slips, dropouts, doublets, and transpositions.

g. Read all running heads and boxheads in continued tables; see that all leading lines are carried at the top where subordinate matter runs over, that dollar marks and italic captions of columns are uniform and properly placed, that bearoffs in figure columns are uniform, that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

h. Preserve complete files of all proofs returned to the desk.

i. On the first page of a signature of a stone revise carry any special directions that may be necessary, and on open or session jackets carry the number of copies to be printed.

j. When page proofs are to be sent out on partly completed jobs, fill out reviser's memorandum, noting the last galley, the last page, the signature mark, the page on which the last signature mark occurred, and the folio lines. Attach the memorandum to the markoff galley and return to the Chief Reviser.

k. Make sure that different sets of proofs of the same job are correctly marked in series ("R," "2R," "3R," etc.); where a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof, destroying the stamped proof when it has served its purpose. Advance the "R," "2R," "3R," etc., on each set of page proofs returned from the originating office; if a dummy folio has been used and later a true folio is finally given, revert to single "R." When the "R" is not to be advanced, use an "x," as "2R^x."

l. If two or more jobs are imposed in one form, separate the parts to verify the imposition. Until familiar with the fold, exercise care in cutting the sheet.

m. See that rules do not lap, that work is not jammed in the lockup, that damaged letters and slips are indicated, and that the matter is ready in all respects to pass rigid inspection.

n. Legend lines of full-page cuts that run the broad way should be printed so as to read up—that is, the even-page legend should be on the binding or inside margin and the odd-page legend on the outside margin.

o. If a footnote is eliminated, do not renumber the footnotes; just omit that number.

2.117. If the footnotes in an entire job have been made uniform, even though not according to style, do not change them.

2.118. If a footnote is added in proof, use the preceding number with a superior letter added, as ^{15a}.

2.119. Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush at the left, with 2 leads on each side of the rule. (See also rule 14.108, p. 191.)

2.120. In revising galleys into pages, revisers must enter on the markoff slip the number of the last footnote and see that instructions to the maker-up are followed.

Press revising

2.121. Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. He is required to OK all forms that go to press—bookwork, covers, jobwork, etc. He must see that all queries are answered. He must necessarily have a knowledge of the bindery operations required to complete a book or job and be familiar with all types of imposition, folds, etc. He must be capable of ascertaining the proper head, back, and side margins for all work, to insure proper trimming of the completed job to the required size.

2.122. Although speed is essential when forms reach the pressroom, accuracy must not be sacrificed.

SIGNATURE MARKS, ETC.

2.123. Unless otherwise indicated, signature marks are set 6-point lowercase and indented 3 ems.

2.124. Figures indicating the year should follow the jacket number in signature marks:

125327—58——4 116529—58—pt. 5——3 116529—58—vol. 1——3 92694°—58——2
92694 O—58——2 92694 OF—58——2 92694 F—58——2 92694^{m}—58——2 92694^{v}—58——2

2.125. When allmark (○) and signature or imprint and signature appear on same page, the signature line is placed below the allmark but above the imprint.

2.126. The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.

2.127. Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.

2.128. All plated jobs take a degree mark (°) immediately after the jacket number in the signature line.

2.129. All offset jobs take a capital O immediately after the jacket number in the signature line. Offset-Fotosetter jobs are indicated by OF; Fotosetter by F.

2.130. When matrix is to be made of job, a superior *m* (^{m}) is placed immediately after jacket number in the signature line.

2.131. All jobs having vinylite molds before printing from type take a superior *v* (^{v}) immediately after the jacket number.

2.132. On a job reprinted on account of change, a black star (★) precedes the jacket number in the signature line and precedes the date on the title page:

★ 17234—58——2 ★ 12-15-58

2.133. The following forms are used for signature marks in House and Senate documents and reports printed on session jackets:

H. Doc. 73, 85-1——2
S. Doc. 57, 85-2, pt. 1——2
H. Rept. 120, 85-2——8

S. Doc. 57, 85-1——2
S. Doc. 57, 85-2, vol. 1——2
S. Rept. 100, 85-2——9

2.134. In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number.

2.135. For pasters, the jacket number, the year, and the page to be faced by the paster are used as follows (note punctuation):

12344—58 (Face p. 10)

2.136. On a paster facing an even page, the marks go at the lower right-hand side; on a paster facing an odd page, at the lower left side.

2.137. If more than one paster faces the same page, each is numbered as follows:

12344—58 (Face p. 19) No. 1
12344—58 (Face p. 19) No. 2

2.138. When a paster follows the text, the allmark is placed on the last page of the text and never on the paster.

REPRINTS, IMPRINTS, AND PRICE NOTICES

Reprints

2.139. To aid bibliographic identification of reprints or revisions, the dates of the original edition and of reprint or revision should be supplied by the author on the title page or in some other suitable place. Thus:

First edition July 1941
Reprinted July 1943

First printed June 1940
Revised June 1941

Original edition May 1941
Reprinted May 1942
Revised July 1943

2.140. The year in the imprint on cover, title page, or elsewhere is not changed from that in the original print, nor are the signatures changed, unless other mends are necessary.

Imprints

2.141. The Government Printing Office imprint must appear on all printed matter, except certain classified work.

2.142. Use full imprint on the title page of a congressional speech.

2.143. The imprint and allmark are not used together on any page; if one is used, the other is omitted.

2.144. The imprint is not used on a halftitle or (except on congressional hearings) on any page of a cover.

2.145. If there is a title page, the imprint is placed on the title page; but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text.

2.146. The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 1958.

Price notices

2.147. If there is a cover but no title page, the price notice is printed on page 1 of the cover. Unless otherwise indicated, if there is a title page, with or without a cover, the price notice is printed at the bottom of the title page below a cross rule; if there is no cover or title page, the price notice is printed at the end of the text, below the imprint, and the two are separated by a cross rule.

2.148. Price notices are not printed on congressional documents. The price notice is not considered an imprint.

Samples of imprints and price notices

2.149. On title page:

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1958

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington 25, D.C. - Price 00 cents

2.150. On last page of text:

U.S. GOVERNMENT PRINTING OFFICE: 1958
(16 points)

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington 25, D.C. - Price 00 cents

U.S. GOVERNMENT PRINTING OFFICE: 1958

2.151. On last page of text (usually 4 ems from right), open star (☆) indicates outside purchase.

☆ U.S. GOVERNMENT PRINTING OFFICE : 1958—455995

2.152. Outside-purchase jobs which are reprinted by this Office use an em dash in lieu of open star.

— U.S. GOVERNMENT PRINTING OFFICE : 1958—455995

2.153. Jobs which are set on outside purchase, but which are printed by this Office, use an asterisk in lieu of open star.

* U.S. GOVERNMENT PRINTING OFFICE : 1958—455995

NOTES

3. CAPITALIZATION

(See also Abbreviations; Guide to Capitalization)

3.1. It is impossible to give rules that will cover every conceivable problem in capitalization. But by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given on pages 31 to 56 will serve as a guide. Manifestly such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

Proper names

3.2. Proper names are capitalized.

Rome
Brussels
John Macadam
Macadam family
Italy
Anglo-Saxon

Derivatives of proper names

3.3. Derivatives of proper names used with a proper meaning are capitalized.

Roman (of Rome)
Johannean
Italian

3.4. Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are lowercased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance. A list of derivatives is given on pages 39–40.

roman (type)
brussels sprouts
venetian blinds
macadam (crushed rock)
watt (electric unit)
plaster of paris
italicize
anglicize
pasteurize

Common nouns and adjectives in proper names

3.5. A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue
Washington Monument; the monument
Statue of Liberty; the statue
Hoover Dam; the dam
Boston Light; the light
Modoc National Forest; the national forest
Panama Canal; the canal
Soldiers' Home of Ohio; the soldiers' home
Johnson House (hotel); Johnson house (residence)
Crow Reservation; the reservation
Federal Express; the express
Cape of Good Hope; the cape
Jersey City; *also* Washington City; *but* city of Washington; the city
Cook County; the county
Great Lakes; the lakes
Lake of the Woods; the lake
North Platte River; the river
Lower California; *but* lower Mississippi
Charles the First; Charles I
Seventeenth Census; the 1950 census

3.6. If a common noun or adjective forming an essential part of a name becomes removed from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

Union Station: union passenger station
Eastern States: eastern farming States
Western States: western farming States

3.7. A common noun used alone as a well-known short form of specific proper name is capitalized.

the Capitol (at Washington); *but* State capitol
the Channel (English Channel)
the District (District of Columbia)
the Soldiers' Home (District of Columbia only)

3.8. The plural form of a common noun capitalized as part of proper name is also capitalized.

Seventh and I Streets
Lakes Erie and Ontario
Potomac and James Rivers
State and Treasury Departments
British and French Governments
Presidents Washington and Adams

3.9. A common noun used with a date, number, or letter, merel to denote time or sequence, or for the purpose of reference, record, o temporary convenience, does not form a proper name and is therefor not capitalized. (See also rule 3.39, p. 27.)

abstract B
act of 1928
appendix C
article 1
book II
chapter III
chart B
class I
collection 6
column 2
drawing 6
exhibit D
figure 7
first district (not congressional)
form 4
graph 8
group 7
mile 7.5
page 2
paragraph 4
part I
plate IV
region 3
rule 8
schedule K
section 3
signature 4
station 27
table 4
title IV
treaty of 1919
volume X
war of 1914
ward 2

3.10. The following terms are lowercased, even with a name o number. (For capitalized forms, see geographic terms, p. 43.)

aqueduct
basin (see geographic terms, p. 43)
breakwater
buoy
chute
dam (lowercase with number or in conjunction with lock; capitalize with name, *but* Boulder Dam site; Boulder Dam and site)
dike
dock
drydock
irrigation project
jetty
levee
lock
pier
reclamation project
ship canal
shipway
slip
spillway
tunnel (see also Tunnel, p. 54)
watershed
weir
wharf

Definite article in proper names

3.11. To achieve greater distinction or to adhere to the authorized form, the word *the* (or its equivalent in a foreign language) used as a part of an official name or title is capitalized. When such name or title is used adjectively, *the* is not capitalized, nor is it supplied at any time when not in copy.

British Consul v. *The Mermaid* (title of legal case)
The Dalles (Oreg.); The Weirs (N.H.); *but* the Dalles region; the Weirs streets
The Hague; *but* the Hague Court; the Second Hague Conference
El Salvador; Las Cruces; L'Esterel
The Adjutant General (only when so in copy)

3.12. In common practice, rule 3.11 is disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Times
the Atlantic Monthly
the Washington Star
the *Mermaid*
the *Los Angeles*
the *U-3*
the Federal Express
the National Photo Co.
the Netherlands

Particles in names of persons

3.13. In foreign names such particles as *d'*, *da*, *della*, *du*, *van*, and *von* are capitalized unless preceded by a forename or title. Individual usage, if ascertainable, should be followed.

Da Ponte; Cardinal da Ponte
Du Pont; E. I. du Pont de Nemours & Co.
Van Rensselaer; Stephen van Rensselaer
but d' Orbigny; Alcide d' Orbigny

3.14. In anglicized names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven
Thomas De Quincey; William De Morgan
Henry van Dyke (his usage)
Samuel F. Du Pont (his usage); Irénée du Pont
(for firm names, see p. 42)

3.15. If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

3.16. In names set in capitals, *de*, *von*, etc., are also capitalized.

Names of organized bodies

3.17. The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 31–56.)

National governmental units:
- U.S. Congress: 82d Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other congressional committees)
- Department of Agriculture: the Department; Division of Publications, the Division; *similarly* all departmental units; *but* legislative, executive, and judicial departments
- Bureau of the Census: the Census Bureau, the Bureau
- Geological Survey: the Survey
- Interstate Commerce Commission: the Commission
- Government Printing Office: the Office
- Board of Commissioners of the District of Columbia: the Board of Commissioners; the Board
- American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general
- Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury
- Department of Defense:
  - Military Establishment; Armed Forces; *but* armed services
  - U.S. Army: the Army; the Infantry; 81st Regiment; Army Establishment; the Army Band; Army officer; Regular Army officer; Reserve officer; Volunteer officer; *but* army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman
  - U.S. Navy: the Navy; the Marine Corps; Navy (Naval) Establishment; Navy officer; *but* naval shipyard; naval officer; naval station
- French Ministry of Foreign Affairs; the Ministry; French Army; British Navy

International organizations:
- United Nations: the Council; the Assembly; the Secretariat
- Permanent Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)
- Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference

Common-noun substitutes:

Virginia Assembly: the assembly; the senate; the house of delegates
California State Highway Commission: Highway Commission of California; the highway commission; the commission
Montgomery County Board of Health: the Board of Health, Montgomery County; the board of health; the board
Common Council of the City of Pittsburgh: the common council; the council
Buffalo Consumers' League: the consumers' league; the league
Republican Party: the party
Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Co.; Pennsylvania Road; the railroad company; the company
Riggs National Bank: the Riggs Bank; the bank
Metropolitan Club: the club
Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

3.18. The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U.S. Congress)
a Republican
an Elk
a Liberal
a Shriner
a Socialist
an Odd Fellow
a Communist
a Boy Scout
a Knight (K.C., K.P., etc.)

Names of countries, domains, and administrative divisions

3.19. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 240.)

United States: the Republic; the Nation; the Union; the Government; *also* Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace
New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* state (referring to a Federal Government, the body politic); foreign states; church and state; statehood; state's evidence
Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; *but* territory of American Samoa, Guam, Virgin Islands (see footnote 14a, p. 54); the territory, territorial
Ethiopian Empire: the Empire; *but* empire (in general sense)
Dominion of Canada: the Dominion; *but* dominion (in general sense)
Ontario Province; Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)
Crown Colony of Hong Kong, Cyprus: the colony, crown colony

3.20. The similar designations *commonwealth, confederation* (*federal*), *government, nation* (*national*), *powers, union*, etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

British Commonwealth, Commonwealth of Massachusetts: the Commonwealth; *but* commonwealth (in general sense)
Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)
French Government: the Government; French and Italian Governments; Soviet Government; the Governments; *but* government (in general sense); the Churchill government; European governments
Cherokee Nation: the nation; *but* Greek nation; American nations
National Government (of any specific nation); *but* national customs
Allied Powers (in World Wars I and II); Central Powers (in World War I); *but* the powers; European powers
Union of South Africa: the Union; *but* union (in general sense)

Names of regions, localities, and geographic features

3.21. A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States; the Gulf States; the Central States; the Pacific Coast States; the Lake States; East North Central States; Eastern North Central States; Far Western States; Eastern United States
the West; the Midwest; the Middle West; Far West
the Eastern Shore (Chesapeake Bay)
the Badlands (S. Dak. and Nebr.)
the Continental Divide (Rocky Mountains)
Deep South; Midsouth
the Occident; the Orient
the Far East; Far Eastern; the East
Middle East, Middle Eastern, Mideast, Mideastern (Asia)
Near East (Balkans, etc.)
the Promised Land
the Continent (continental Europe)
the Western Hemisphere
the North Pole; the North and South Poles
the Temperate Zone; the Torrid Zone
the East Side (section of a city)
the Driftless Area (Mississippi Valley)
Western Germany; Western Europe (political entities)

3.22. A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west
northerly; northern; northward
eastern; oriental; occidental
east Pennsylvania; southern California
west Florida; *but* West Florida (1763–1819)
eastern region; western region
north-central region
east coast; eastern seaboard
central Europe; south Germany; southern France
but East Germany; West Germany (political entities)

Names of calendar divisions

3.23. The names of divisions are capitalized.

January; February; March; etc.
Monday; Tuesday; Wednesday; etc.
but spring; summer; autumn (fall); winter

Names of historic events, etc.

3.24. The names of holidays, ecclesiastic feast and fast days, and historic events are capitalized.

Battle of Bunker Hill
Battle of the Giants
Christian Era; Middle Ages; *but* 20th century
Feast of the Passover; the Passover
Fourth of July; the Fourth
Reformation
Renaissance
War of 1812; World War II; *but* war of 1914; Korean war

Trade names

3.25. Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized. (See market grades, p. 46; trade names, pp. 54, 269.)

Foamite (trade name)
Plexiglas (trade name)
Snow Crop (trade name)
Choice lamb (market grade)
Yellow Stained cotton (market grade)
Red Radiance rose (variety)

Scientific names

3.26. The name of a phylum, class, order, family, or genus is capialized; the name of a species is not capitalized, even though derived rom a proper name.

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)
Agnostus canadensis; Aconitum wilsoni; Epigaea repens (genus and species)

3.27. In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid
menodontine

3.28. A plural formed by adding *s* to a Latin generic name is capitalized.

Rhynchonellas
Spirifers

3.29. In soil science the 24 soil classifications are capitalized. (For complete list, see p. 52.)

Alpine Meadow
Bog
Brown

3.30. The words *sun, moon,* and *earth* are capitalized only if used in association with the names of other astronomical bodies that are capitalized.

> The nine known planets, in the order of distance from the Sun, are Mercury, Venus, the Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto.

3.31. For lists of geologic and physiographic terms, see page 237.

Fanciful appellations

3.32. A fanciful appellation used with or for a proper name is capitalized.

the Big Four
the Dust Bowl
the Hub
the Keystone State
the New Deal
the Pretender

Personification

3.33. A vivid personification is capitalized.

> The Chair recognized the gentleman from New York.
> For Nature wields her scepter mercilessly.
>
> All are architects of Fate,
> Working in these walls of Time.

Religious terms

3.34. All words denoting the Deity except *who, whose,* and *whom;* all names for the Bible and other sacred writings; and all names of confessions of faith and of religious bodies and their adherents and words specifically denoting Satan are capitalized.

Heavenly Father; the Almighty; Thee; Thou; He; Him; *but* himself; [God's] fatherhood
Divine Father; *but* divine providence; divine guidance; divine service
Son of Man; Jesus' sonship; the Messiah; *but* a messiah; messiahship; messianic; messianize; christology; christological
Bible, Holy Scriptures, Scriptures; Koran; *also* Biblical; Scriptural; Koranic
Gospel (memoir of Christ); *but* gospel truth
Apostles' Creed; Augsburg Confession
Episcopal Church: an Episcopalian; Catholicism; a Protestant
Christian; *also* Christendom; Christianity; Christianize
Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters; Sister(s)
Satan; His Satanic Majesty; Father of Lies; the Devil; *but* a devil; the devils

Titles of persons

3.35. Any title or designation immediately preceding a name is capitalized.

President Roosevelt
King George
Ambassador Gibson
Lieutenant Fowler
Chairman Smith
Nurse Cavell
Professor Leverett
Examiner Jones

3.36. To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

Title of a head or assistant head of state:

Franklin D. Roosevelt, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Hoover; former President Hoover; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Curtis

Harry W. Nice, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

Title of a head or assistant head of an existing or proposed National or District governmental unit:

Cordell Hull, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.; *but* Secretaries of the military departments.

Gen. Omar N. Bradley, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, U.S. Air Force; the Chief of Staff; *but* the general (military title standing alone not capitalized)

Titles of members of diplomatic corps:

Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché; etc.

Title of a ruler or prince:

Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; *similarly* the Emperor; the Sultan; etc.

Edward, Prince of Wales: the Prince; His Royal Highness

Titles not capitalized:

Charles F. Hughes, rear admiral, United States Navy: the rear admiral
Cloyd H. Marvin, president of George Washington University: the president
C. H. Eckles, professor of dairy husbandry: the professor
John Smith, chairman of the committee: the chairman

3.37. In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

3.38. A title in the second person is capitalized.

Your Excellency
Your Highness
Your Honor

Mr. Chairman
Mr. Secretary

Not salutation:
my dear General
my dear sir

Titles of publications, papers, documents, acts, laws, etc.

3.39. In the full or short English titles of periodicals, series of publications, annual reports, historic documents, legal cases, and works of art, the first word and all important words are capitalized.

Statutes at Large; Revised Statutes; District Code; Bancroft's History; Journal (House or Senate) (short titles); *but* the code; the statutes
Atlantic Charter; Balfour Declaration; *but* British white paper
American Journal of Science
Saturday Evening Post; the Post
Philadelphia Inquirer

Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15, Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 85–1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61
Annual Report of the Public Printer, 1950; *but* seventh annual report; 19th annual report (see rule 11.10, p. 167)
Declaration of Independence; the Declaration
Constitution (United States or with name of country); constitutional; *but* New York State constitution; first amendment, 12th amendment (see rule 11.10, p. 167)
Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919
United States v. *Four Hundred Twenty-two Casks of Wine* (legal case) (see also rule 18.33, p. 227)
The Blue Boy (painting)

3.39.1. All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports (not annual reports), songs, subheadings, subjects, and themes. The foregoing are also quoted. (See rule 9.112, p. 144, for examples of capitalization and use of quotation marks.)

3.40. In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act of 1926; Walsh-Healey Act; Panama Canal Act; Classification Act; *but* revenue act(s); act of 1926, 1926 act; the act; Harrison narcotic law; interstate commerce law

3.41. The capitalization of the titles of books, etc., written in a foreign language is to conform to national practice in that language. For further details and examples, see section on foreign languages.

3.42. In lists, including bibliographies and synonymies, and in footnote citations, capitalization will conform to the rules of this chapter, unless the work requires its own established style.

First words

3.43. The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a line of poetry, or of a formally introduced series of items or phrases following a colon is capitalized.

The question is, Shall the bill pass?
He asked, "And where are you going?"

Lives of great men all remind us
  We can make our lives sublime.

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

3.44. The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

3.45. The first word following a colon, an exclamation point, or an interrogation point is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.
Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.
But two months dead! nay, not so much; not two.

What is this?
Your knees to me? to your corrected son?

3.46. The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

> Whereas the Constitution provides * * *; and
> Whereas Congress has passed a law * * *;
> Whereas, moreover, * * *: Therefore be it
> Whereas the Senate provided for the * * *: Now, therefore, be it
> *Resolved,* That * * *; and be it further
> *Resolved by the Washington Board of Trade,* That * * *
> *Provided,* That * * *
> *Provided further,* That * * *
> *Provided, however,* That * * *
> *And provided further,* That * * *
> *Ordered,* That * * *
> *Be it enacted,* That * * *

Center and side heads

3.47. Unless otherwise marked, (1) centerheads are set in capitals, and (2) sideheads are set in lowercase and only the first word and proper names are capitalized.

3.48. Except as indicated elsewhere, everything in a cap heading is set in caps; in a cap and small-cap heading, in caps and small caps; and in a small-cap heading, in small caps, including, if available, parentheses, brackets, and figures. En quads are used between words.

3.49. In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod;* otherwise a lowercase *c* or *ac* is used. In heads set in small caps, an apostrophe is used instead of the *c*, but a space is used after the *ac*.

3.50. In such names as *LeRoy*, *DeHostis*, *LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a space is used.

3.51. In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would be capitalized standing alone. The articles *a*, *an*, and *the;* the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up;* the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor;* and the second element of a compound numeral are not capitalized. (See also rule 9.112, p. 144.)

> World in All-Out War
> Man Hit With 2-Inch Pipe
> No-Par-Value Stock for Sale
> Price-Cutting War
> Yankees May Be Winners
> Ex-Senator Is To Be Admitted
> Notice of Filing and Order on Exemption From Requirements
> *but* Building on Twenty-first Street (if spelled)
> One Hundred and Twenty-three Years (if spelled)
> Only One-tenth of Shipping Was Idle
> Many 35-mm. Films in Production
> Built-Up Stockpiles Are Necessary (*Up* is adverb here)

3.51.1. *Continued* heads will be set according to rule 14.44, page 186.

3.52. If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance in the sentence, it should also be capitalized.

> Buildings In and Near Minneapolis

3.53. In a heading set in caps and lowercase or in caps and small caps, a normally lowercased last word, if it is the only lowercased word in the heading, should also be capitalized.

All Returns Are In

3.54. The first element of an infinitive is capitalized.

Controls To Be Applied *but* Aid Sent to Disaster Area

3.55. In matter set in caps and small caps, the abbreviations *etc.* and *et al.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

PLANES, GUNS, SHIPS, ETC.	Planes, Guns, Ships, etc.
JAMES BROS. ET AL.	James Bros. et al.

3.56. As accents in cap lines have a tendency to break off in proofing, presswork, etc., they may be omitted, even if the same words carry accents in text.

3.57. Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, small caps, or in caps and lowercase are to be set as in copy.

Addresses, salutations, and signatures

3.58. The first word and all principal words in addresses, salutations, and signatures are capitalized. (See "Datelines, Addresses, and Signatures," p. 217.)

Interjections

3.59. The interjection *O* is always capitalized; within a sentence other interjections are not capitalized.

Sail on, O Ship of State!
For lo! the days are hastening on.
But, oh, how fortunate!

Historic or documentary accuracy

3.60. Where historic or documentary accuracy is required, capitalization and other features of style of the original text should be followed.

NOTES

4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

- A-bomb
- abstract B, 1, etc.
- Academy:
  - Andover; the academy
  - Merchant Marine; the Academy
  - Military; the Academy
  - National Academy of Sciences; the Academy of Sciences; the Academy
  - Naval; the Academy
  - *but* service academies
- Act (Federal, State, or foreign), short or popular title or with number; the act:
  - Classification
  - Economy
  - Lend-Lease Act; *but* lend-lease materials, etc.
  - Panama Canal
  - Public Act 145 (see also Public Act)
  - Revenue Act of 1928; *but* revenue act(s); act of 1928; 1928 act
  - Selective Training and Service
  - Tariff Act of 1930; 1930 Tariff Act
  - Trademark
  - Treasury Department Appropriation Act for the fiscal year ending June 30, 1943
  - Walsh-Healey Act; *but* Walsh-Healey law
- Acting, if part of capitalized title
- Adjutant General, the (see The)
- Administration, with name; capitalized standing alone if referring to Federal unit:
  - Farmers Home
  - Food and Drug
  - Maritime
  - Veterans' (follow apostrophe)
  - *but* Roosevelt administration; administration bill, policy, etc.
- Administrator of Veterans' Affairs; the Administrator
- Admiralty, British, etc.
- Admiralty, Lord of the
- Adviser, Legal (Department of State)
- Africa:
  - east
  - East Coast
  - north
  - South-West
  - West Coast
- Agency, if part of name; capitalized standing alone if referring to Federal unit:
  - Chippewa (Indian); the agency
  - Federal Security; the Agency
- Ages:
  - Age of Discovery
  - Dark Ages
  - Elizabethan Age
  - Golden Age (of Pericles only)
  - Middle Ages
  - *but* atomic age; Cambrian age; copper age; ice age; missile age; rocket age; space age; stone age; etc.
- Agreement, with name; the agreement:
  - General Agreement on Tariffs and Trade (GATT); the general agreement
  - International Wheat Agreement; the wheat agreement
  - Status of Forces; *but* status-of-forces agreements
  - *but* the Geneva agreement; the Potsdam agreement
- Air Force:
  - Air Explorers
  - Air National Guard (see National)
  - Base (see Base; Station)
  - Civil Air Patrol; Civil Patrol; the patrol
  - Command (see Command)
  - Reserve
  - Reserve Officers' Training Corps
  - WAF (see Women in the Air Force)
- Airport: La Guardia; National; the airport
- Alien Property, Office of (see Office)
- Alliance, Farmers', etc.; the alliance
- alliances and coalitions (see also powers):
  - Allied Powers; the powers (World Wars)
  - Axis, the; Axis Powers; the powers
  - Benelux (Belgium, Netherlands, Luxembourg)
  - Big Four (European); of the Pacific
  - Big Three
  - Central Powers; the powers (World War I)
  - European Economic Community (see also Common Market)
  - Fritalux (France, Italy, Benelux countries)
  - North Atlantic Treaty Organization (see Organization)
  - Western Powers
  - Western Union (powers); the union
- Allied (World Wars):
  - armies
  - Governments
  - Nations

- Allied—Continued
  - peoples
  - Powers; the powers; *but* European powers
- Allies, the (World Wars); *but* our allies
- Ambassador:
  - British, etc.; the Ambassador; the Senior Ambassador; His Excellency
  - Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large
- amendment:
  - Social Security Amendments of 1954; 1954 amendments; the social security amendments; the amendments
  - Tobey amendment
  - to the Constitution (U.S.); first amendment, 14th amendment, etc. (see rule 11.10)
- American:
  - Federation of Labor and Congress of Industrial Organizations (AFL–CIO); the federation
  - Gold Star Mothers, Inc.; Gold Star Mothers; a Mother
  - Legion (see Legion)
  - National Red Cross; the Red Cross
  - Veterans of World War II (AMVETS)
  - War Mothers; War Mothers; a Mother
- Ancient Free and Accepted Masons; a Mason; a Freemason
- Annex, if part of name of building; the annex
- Antarctic Ocean (see Arctic; Ocean)
- anti-New Deal
- appendix 1, A, II, etc.; the appendix; *but* Appendix II, when part of title: Appendix II:[1] Education Directory
- appropriation bill (see also bill):
  - deficiency
  - Department of Agriculture
  - for any governmental unit
  - independent offices
- Arab States
- Arabic numerals
- Archipelago, Philippine, etc.; the archipelago
- Architect of the Capitol; the Architect
- Archives, the, etc. (see The)
- Archivist of the United States; the Archivist
- Arctic:
  - Circle
  - Current (see Current)
  - Ocean
  - zone
  - *but* subarctic
- arctic (descriptive adjective):
  - clothing
  - conditions
  - fox
  - grass
- arctic—continued
  - night
  - seas
- Arctics, the
- Area, if part of name; the area:
  - Cape Hatteras Recreational
  - White Pass Recreation; etc.
  - *but* area 2; free trade area; Metropolitan Washington area
- Arlington:
  - Memorial Amphitheater; the Memorial Amphitheater; the amphitheater
  - Memorial Bridge (see Bridge)
  - National Cemetery (see Cemetery)
- Arm, Cavalry, Infantry, etc. (military); the arm
- Armed Forces (synonym for overall Military Establishment)
- armed services
- armistice
- Armory, Springfield, etc.; the armory
- Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:
  - Active
  - Adjutant General, the (see The)
  - Band (see Band)
  - branches: Gordon Highlanders; Royal Guards; etc.
  - Brigade, 1st, etc.; the brigade; Robinson's brigade
  - Command (see Command)
  - Command and General Staff College (see College)
  - Company A; A Company; the company
  - Confederate (referring to Southern Confederacy); the Confederates
  - Continental; Continentals
  - Corps (see Corps)
  - District of Washington (military); the district
  - Division, 1st, etc.; the division
  - Engineers (the Corps of Engineers); the Engineers; *but* Army engineer
  - Establishment
  - Field Establishment
  - Field Forces (see Forces)
  - Finance Department; the Department
  - First, etc.
  - General of the Army; *but* the general
  - General Staff; the Staff
  - headquarters, 1st Regiment
  - Headquarters of the; the headquarters
  - Hospital Corps (see Corps)
  - Medical Museum (see Museum)
  - Organized Reserves; the Reserves
  - Regiment, 1st, etc.; the regiment
  - Regular Army officer; a Regular
  - Revolutionary (American, British, French, etc.)
  - service
  - Surgeon General, the (see Surgeon General)
  - Volunteer; the Volunteers; a Volunteer

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[1] The colon is preferred; a dash is permissible; but a comma is too weak.

- army:
  - Lee's army; *but* Clark's Fifth Army
  - mobile
  - mule, shoe, etc.
  - of occupation; occupation army
  - Red
- Arsenal, Rock Island, etc.; the arsenal
- article 15; *but* Article 15, when part of title: Article 15:[2] Uniform Code of Military Justice
- Articles of Confederation (U.S.)
- Assembly of New York; the assembly (see also Legislative Assembly)
- Assembly (see United Nations)
- Assistant, if part of capitalized title; the assistant
- assistant, Presidential (see Presidential)
- Assistant Secretary (see Secretary)
- Associate Justice (see Supreme Court)
- Association, if part of name; capitalized standing alone if referring to Federal unit:
  - American Association for the Advancement of Science; the association
  - Federal National Mortgage (Fannie Mae); the Association
  - Young Men's Christian; the association
- Astrophysical Observatory (see Observatory)
- Atlantic:
  - Charter (see Charter)
  - coast
  - Coast States
  - Destroyer Flotilla; the destroyer flotilla; the flotilla
  - Fleet (see Fleet)
  - mid-Atlantic
  - North
  - Pact (see Pact)
  - seaboard
  - slope
  - South
  - time, standard time (see time)
  - *but* cisatlantic; transatlantic
- Attorney General (U.S.); *but* attorney general of Maine, etc.
- attorney, United States
- Authority, capitalized standing alone if referring to Federal unit:
  - National Shipping; the Authority
  - Port of New York; the port authority; the authority
  - St. Lawrence Seaway Authority of Canada; the authority
  - Tennessee Valley; the Authority
- autumn
- Avenue, Constitution, etc.; the avenue
- Award: Distinguished Service, Merit, Mother of the Year, etc.; the award (see also decorations, etc.)
- Axis, the (see alliances)
- Badlands (S. Dak. and Nebr.)
- Balkan States (see States)
- Baltic States (see States)
- Band, if part of name; the band:
  - Army, Marine, Navy, Sousa's
  - Eastern, etc. (of Cherokee Indians)
- Bank, if part of name; the bank; capitalized standing alone if referring to international bank:
  - Export-Import Bank of Washington (Eximbank); Export-Import Bank; the Bank
  - Farm Loan Bank of Dallas; Dallas Farm Loan Bank; farm loan bank; farm loan bank at Dallas
  - Farmers & Mechanics, etc.
  - Federal home loan bank at Cumberland
  - Federal Land Bank of Louisville; Louisville Federal Land Bank; land bank at Louisville; Federal land bank
  - Federal Reserve Bank of New York; Richmond Federal Reserve Bank; *but* Reserve bank at Richmond; Federal Reserve bank; Reserve bank; Reserve city
  - First National, etc.
  - German Central; the Bank
  - International Bank for Reconstruction and Development; the Bank
  - International Monetary; the Bank
  - International World; the Bank
  - *but* blood bank, central reserve, soil bank
- Barracks, if part of name; the barracks:
  - Carlisle
  - Disciplinary (Leavenworth)
  - Marine (District of Columbia)
  - *but* A barracks; barracks A; etc.
- Base, Andrews Air Force; Air Force base; the base (see also Naval Base)
- Basin (see geographic terms)
- Battery, the (New York City)
- Battle, if part of name; the battle:
  - of Gettysburg; *but* battle at Gettysburg; etc.
  - of the Bulge; of the Marne; of the Wilderness; of Waterloo; etc.
- battlefield, Bull Run, etc.
- battleground, Manassas, etc.
- Belt, if part of name; the belt:
  - Corn
  - Cotton
  - Dairy
  - Ice
  - Wheat
  - *but* Bible belt, goiter belt
- Bench (see Supreme Bench)
- Benelux (see alliances)
- Bible; Biblical; Scriptures; etc. (see also book)
- Big Inch; Little Inch (pipelines)
- bill, Kiess; Senate bill 217; House bill 31 (see also appropriation bill)
- Bill of Rights (historic document); *but* GI bill of rights
- Bizonia; bizonal; bizone

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[2] See footnote 1, p. 32.

Bluegrass region, etc.
B'nai B'rith
Board, if part of name; capitalized standing alone only if referring to Federal, interdepartmental, District of Columbia, or international board:
  Civil Aeronautics
  Employees' Compensation Appeals
  Federal Maritime
  Federal Reserve (see Federal)
  General (Navy)
  Loyalty Review
  Macy Board, etc. (Federal board with name of person)
  Military Production and Supply (NATO)
  of Directors (Federal unit); *but* board of directors (nongovernmental)
  of Education (District of Columbia)
  of Health of Montgomery County; Montgomery County Board of Health; the board of health; the board
  of Managers (of the Soldiers' Home)
  of Regents (Smithsonian)
  of Visitors (Military and Naval Academies)
  on Geographic Names
Bolshevik; Bolsheviki (collective plural); Bolshevist; bolshevism
bond:
  defense bond; defense savings bond; savings bond; defense savings bonds and stamps; E-bond; savings bonds and stamps
  Victory bond; the bond
  war savings bond; savings bond; war bond
  also Governments, Treasurys
book:
  books of the Bible
  First Book of Samuel; etc.
  Good Book (synonym for Bible)
book 1, I, etc.; *but* Book 1, when part of title: Book 1:[3] The Golden Legend
border, United States-Mexican
Borough, if part of name: Borough of the Bronx; the borough
Botanic Garden (National); the garden
Bowl, Dust, Ice, Rose, etc.; the bowl
Boxer Rebellion (see Rebellion)
Boy Scouts (the organization); a Boy Scout; a Scout
Branch, if part of name; capitalized standing alone only if referring to a Federal or District of Columbia unit:
  Accounts Branch
  Public Buildings Branch
  but executive, judicial, or legislative branch
Bridge, if part of name; the bridge:
  Arlington Memorial; Memorial
  Francis Scott Key; Key
Bridge—Continued
  M Street
  but Pennsylvania Railroad bridge
Brother(s) (adherent of religious order)
Budget of the United States (publication); the Budget (Bureau implied); the budget
budget:
  department
  estimate
  Federal
  message
  performance-type
  President's
Building, if part of name; the building:
  Capitol (see Capitol Building)
  Colorado
  House (or Senate) Office
  Investment
  New House (or Senate) Office
  Old House Office
  Pentagon
  the National Archives; the Archives
  Treasury; Treasury Annex
Bulletin 420; Farmers' Bulletin No. 420
Bureau, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international unit:
  of Customs; Customs Bureau
  of Engraving and Printing
  of Foreign and Domestic Commerce
  of Indian Affairs
  of Mines; Mines Bureau
  of Social Hygiene, New York; the bureau; etc.
  of the Budget; Budget Bureau

Cabinet, American or foreign, if part of name or standing alone (see also foreign cabinets):
  British Cabinet; the Cabinet
  the President's Cabinet; the Cabinet; Cabinet officer, member
Calendar, if part of name; the calendar:
  Consent; etc.
  House
  No. 99
  of Bills and Resolutions
  Private
  Senate
  Unanimous Consent
  Union
  Wednesday (legislative)
Cambrian age (see Ages)
Camp Gary, etc.; the camp
Canal, with name; the canal:
  Isthmian
  Panama
  Zone (Isthmian); the zone (see also Government)
Cape (see geographic terms)
Capital, Capital City, National Capital (Washington, D.C.); *but* the capital (State)
Capitol Building (State); the capitol

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[3] See footnote 1, p. 32.

- Capitol, the (Washington, D.C.):
  - Architect of (see Architect of the Capitol)
  - caucus room
  - Chamber
  - dome
  - Grounds
  - Hall of Fame; the Hall
  - Halls (House and Senate)
  - Halls of Congress
  - Hill; the Hill
  - Police (see Police)
  - Power Plant
  - Prayer Room
  - Press Gallery, etc.
  - rotunda
  - stationery room
  - Statuary Hall
  - the well (House or Senate)
- Cemetery, if part of name: Arlington National; the cemetery
- Census:
  - Seventeenth Decennial (title); Seventeenth Census (title); the census
  - 1950 census
  - 1950 Census of Agriculture; the census of agriculture; the census
  - the 14th and subsequent decennial censuses
- Center, Agricultural Research, etc.; the center
- central Asia, central Europe, etc.
- Central States
- central time, central standard time (see time)
- century, first, 20th, etc. (see rule 11.10)
- Chair, the, if personified
- Chairman:
  - of the Board of Directors; the Chairman (Federal); *but* chairman of the board of directors (non-Federal)
  - of the Committee of the Whole House; the Chairman
  - of the Federal Trade Commission; the Chairman
  - of the Loyalty Board; the Chairman
  - *but* chairman of the Appropriations Committee
- Chamber of Commerce; the chamber:
  - of Boston; Boston Chamber of Commerce; the chamber of commerce
  - of the United States; U.S. Chamber of Commerce; the chamber of commerce
- Chamber, the (Senate or House)
- channel 3 (TV); the channel (see also geographic terms, p. 43)
- Chaplain (House or Senate); *but* Navy chaplain
- chapter 5, II, etc.; *but* Chapter 5, when part of title: Chapter 5:[4] Research and Development
- Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the Chargé
- chart 2, A, II, etc.; *but* Chart 2, when part of legend: Chart 2.—Army strength
- Charter, capitalized with name; the charter:
  - Atlantic
  - United Nations
- cheese: Camembert, Cheddar, Roquefort, etc.
- Chief, if referring to head of Federal or District of Columbia unit; the Chief:
  - Forester (see Forester)
  - Intelligence Office
  - Justice (U.S. Supreme Court); *but* chief justice (of a State)
  - Magistrate (the President)
  - of Division of Publications
  - of Engineers (Army)
  - of Naval Operations
  - of Staff
  - of the Bureau of Insular Affairs
- Chief Clerk, if referring to head of Federal or District of Columbia unit
- Christian; Christian name, etc.; Christendom; Christianity; Christianize; *but* christen
- church and state
- church calendar:
  - Christmas
  - Easter
  - Lent
  - Whitsuntide (Pentecost)
- Church, if part of name of organization or building
- Circle, if part of name; the circle:
  - Arctic
  - Logan
  - *but* great circle
- Circular 420
- cities, sections of, official or popular names:
  - East Side
  - Latin Quarter
  - North End
  - Northwest Washington, etc. (District of Columbia); *but* northwest (directional)
  - the Loop
- City, if part of corporate or popular name; the city:
  - Kansas City; the two Kansas Citys
  - Mexico City
  - New York City
  - Twin Cities
  - Washington City; *but* city of Washington
  - Windy City
  - *but* Reserve city (see Bank)
- civil action No. 46
- Civil Air Patrol (see Air Force)
- Civil Service, capitalize only when word "Commission" follows or is implied:
  - the Civil Service has ruled
  - *but* civil service employee, examination, etc.
- Civil War (see War)
- Clan, if part of tribal name; the clan
- class 2, A, II, etc.; *but* Class 2 when part of title: Class 2:[4] Leather Products

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[4] See footnote 1, p. 32.

- Clerk, the, of the House of Representatives; of the Supreme Court of the United States
- coal sizes: pea, barley, buckwheat, stove, etc.
- coast: Atlantic, east, gulf, west, etc.
- Coast Guard, U.S.; the Coast Guard; Coastguardsman Smith; *but* a coastguardsman; a guardsman
- Coastal Plain (Atlantic and Gulf)
- Code (in shortened title of a publication); the code:
  - District
  - Federal Criminal
  - Internal Revenue
  - International (signal)
  - of Federal Regulations
  - Penal; Criminal; etc.
  - Pennsylvania State
  - Uniform Code of Military Justice
  - United States
  - *but* civil code; flag code; Morse code
- collection, Brady, etc.; the collection
- collector of customs
- College, if part of name; the college:
  - Armed Forces Staff
  - Command and General Staff
  - Gettysburg
  - National War
  - of Bishops
  - *but* electoral college
- college degrees: bachelor of arts, master's, etc.
- Colonials (American Colonial Army); *but* colonial times, etc.
- Colonies, the:
  - Thirteen
  - Thirteen American
  - Thirteen Original
  - *but* 13 separate Colonies
- colonists, the
- Colony: Cyprus, Crown Colony of Hong Kong; the colony, crown colony
- Cominform (see U.S.S.R.)
- Command, capitalize with name; the command:
  - Air Materiel
  - GHQ Far East
  - Joint Far Eastern
  - Potomac River Naval
  - Zone of Interior
- Commandant, the (Coast Guard or Marine Corps only)
- Commandos, the; Commando raid; a commando; a commandoman
- Commission, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international commission:
  - Alaska Road
  - Atomic Energy
  - Civil Service
  - District (District of Columbia)
  - Electoral
  - International Boundary, United States, Alaska, and Canada
- Commission—Continued
  - of Fine Arts
  - on Civil Rights
  - on Organization of the Executive Branch of the Government (Hoover)
  - Public Buildings
  - Public Utilities (District of Columbia)
- Commissioner, if referring to Federal, District of Columbia, or international commission; the Commissioner
  - Land Bank; *but* land bank commissioner loans
  - of Customs
  - of Immigration and Naturalization
  - of Patents
  - of the District of Columbia; the Commissioner(s)
  - of the Five Civilized Tribes, etc.
  - U.S. (International Boundary Commission, etc.)
  - *but* a U.S. commissioner
- Committee, if part of name; the Committee, if referring to international or noncongressional Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committee of the Whole House on the State of the Union:
  - American Medical Association Committee on Education; the committee
  - Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee
  - Democratic National; the national committee; the committee; national committeeman
  - Democratic policy committee; the committee
  - Interagency Advisory Committee on Domestic Transport and Storage and Post Utilization; the Committee
  - Joint Committee on Atomic Energy; the Joint Committee; the committee; *but* a joint committee
  - of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)
  - of One Hundred, etc.; the committee
  - on Finance; the committee
  - on Post Office and Civil Service; the committee
  - on Public Safety; the committee
  - President's Advisory Committee on Management; the Committee
  - Republican National; the national committee; the committee; national committeeman
  - Republican policy committee; the committee

Committee—Continued
  Select Committee on Astronautics and Space Exploration; the select committee
  Senate policy committee
  Subcommittee No. 5, etc.; the subcommittee
  Subcommittee on Immigration
  but Kefauver committee
  ad hoc committee
Committee Print No. 32; committee print
Common Market (European Economic Community); *also* Common Market Treaty
Commonwealth of Australia, Massachusetts, etc.; British Commonwealth; the Commonwealth
Commune (of Paris)
Communist; communism; communistic
Communist government, etc. (see U.S.S.R.)
Community, European Coal and Steel; European Economic; the Community
compact, U.S. marine fisheries, etc.; the compact
Company, if part of name; capitalized standing alone if referring to unit of Federal Government:
  Panama Railroad Company; the Company
  Procter & Gamble Co.; the company
Comptroller:
  of the Currency; the Comptroller
  of the Post Office Department; the Comptroller
Comptroller General (U.S.); the Comptroller
conelrad
Confederacy (of the South)
Confederate Army; government; soldier; States
Confederation, Swiss; the Confederation
Conference, if referring to governmental (U.S.) or international conference:
  Bretton Woods; the Conference
  Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference
  Sixth Annual Conference of Southern Methodist Churches; the conference
  but conference of Governors; conference of mayors; Governors' conference
Confession, Augsburg
Congress (convention), if part of name; capitalized standing alone if referring to international congress:
  International Good Roads; Good Roads; the Congress
  of Parents and Teachers, National; the congress
Congress (legislature), if referring to national congress:
  of Bolivia, etc.; the Congress
  of the United States; First, Second, 11th, 82d, etc. (see rule 11.10); the Congress

Congressional:
  Directory; the directory
  District, First, 11th, etc.; the First, 11th, District (see rule 11.10); the congressional district; the district
  Library; the Library
  Medal of Honor (see decorations)
  but congressional action, committee, etc.
Congressman; Congressman at Large; Member of Congress; Member; membership
Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; *but* New York State constitution; the constitution
constitutional
consul, British, etc.
consul general, British, etc.
consulate, British, etc.
Consumer Price Index (official title); the price index; the index; *but* a consumers' price index (descriptive)
Continent, only if following name; American Continent; the continent; *but* the Continent (continental Europe)
Continental:
  Army; the Army
  Congress; the Congress
  Divide (see Divide)
  Outer Continental Shelf
  Shelf; the shelf
continental:
  care not a continental, etc.
  Europe, United States, etc.
Continentals (Revolutionary soldiers)
Convention, governmental (U.S.), international, or national political; the convention:
  Constitutional (United States, 1787): the Convention
  Democratic National
  Genocide
  19th Annual Convention of the American Legion
  on International Civil Aviation
  Universal Postal Union; Postal Union
  also International Postal; Warsaw
convention of 1907 (not formal name)
Coordinator of Information; the Coordinator
copper age (see Ages)
Corn Belt (see Belt)
Corporation, if part of name; the Corporation, if referring to unit of Federal Government:
  Commodity Credit
  Federal Deposit Insurance
  Petroleum Reserves
  Rand Corp.; the corporation (see also abbreviation, p. 160)
  St. Lawrence Seaway Development Corporation

- Corporation—Continued
  - Union Carbide Corp.; the corporation
  - Virgin Islands
- Corps, if part of name; the corps (see also Reserve):
  - Adjutant General's
  - Army Hospital
  - Artillery
  - Chemical
  - Counterintelligence
  - Enlisted Reserve
  - Finance
  - Foreign Service Officer (see Foreign Service)
  - Judge Advocate General's
  - Marine (see Marine Corps)
  - Medical
  - Military Police
  - Nurse
  - of Engineers; Army Engineers; *but* Army engineer
  - Officers' Reserve
  - Ordnance
  - Quartermaster
  - Reserve Officers' Training (ROTC)
  - VII Corps, etc. (see rule 11.10)
  - Signal
  - Transportation
  - Women's Army (WAC); a Wac, the Wacs
  - *but* diplomatic corps
  - corpsman; hospital corpsman
- Cotton Belt (see Belt)
- Council, if part of name; capitalized standing alone if referring to Federal or international unit (see also United Nations):
  - Boston City; the council
  - Choctaw, etc.; the council
  - Federal Personnel; the Council
  - His Majesty's Privy Council; the Privy Council; the Council
  - National Security; the Council
  - of Foreign Ministers (NATO); the Council
  - of the Organization of American States; the Council
  - Philadelphia Common; the council
- councilor, privy
- Counsel (see General Counsel)
- County, Frederick; county of Frederick; County Kilkenny; etc.; the county
- Court (of law) (see also Courtwork, pp. 225–236); capitalized if part of name of national or international court, U.S. court, district court, or State court; lowercased if part of the name of city or county court; capitalized standing alone if referring to the Supreme Court of the United States, to Court of Impeachment (U.S. Senate), or to international court:
  - Circuit Court of the United States for the Second Circuit; Circuit Court for the Second Circuit; the circuit court; the court
- Court—Continued
  - Court of Appeals of the State of Wisconsin, etc.; the court of appeals; the court
  - Court of Claims; the court
  - Court of Customs and Patent Appeals; the court
  - Court of Impeachment, the Senate; the Court
  - District Court of the United States for the Eastern District of Missouri; the district court; the court
  - District of Columbia municipal court
  - Emergency Court of Appeals, United States; the court
  - International Court of Justice; the Court
  - Permanent Court of Arbitration; the Court
  - Supreme Court of the United States (see Supreme Court)
  - Supreme Court of Virginia, etc.; the supreme court; the court
  - Tax Court; the court
  - U.S. Court of Appeals for the District of Columbia; the court
- Covenant, League of Nations; the covenant
- Creed, Apostles'; the Creed
- Croix de Guerre (see decorations)
- Crown, if referring to a ruler; *but* crown colony, lands, etc. (see rule 3.19)
- Current, if part of name; the current:
  - Arctic
  - Humboldt
  - Japan
  - North Equatorial
- customhouse; customs official
- czar, czarist

- Dairy Belt (see Belt)
- Dalles, The; *but* the Dalles region
- Dam (see geographic terms)
- Dark Ages (see Ages)
- Dark Continent (Africa)
- Daughters of the American Revolution; a Real Daughter; King's Daughters; a Daughter
- days (see holidays)
- D-day, etc. (see holidays)
- dean of the diplomatic corps
- Declaration, capitalized with name:
  - of Independence; the Declaration
  - of Panama; the declaration
- decorations, medals, etc., awarded by United States or any foreign national government; the medal, the cross, the ribbon (see also awards):
  - Air Medal
  - Bronze Star Medal
  - Commendation Ribbon
  - Congressional Medal of Honor
  - Croix de Guerre
  - Distinguished Flying Cross
  - Distinguished Service Cross
  - Distinguished Service Medal
  - Good Conduct Medal

decorations—continued
  Iron Cross
  Legion of Merit
  Medal for Merit
  Medal of Freedom
  Medal of Honor
  Purple Heart
  Silver Star
  Soldier's Medal
  Victoria Cross
  Victory Medal
  also Carnegie Medal, etc.
Decree (see Executive; Royal Decree)
Deep South
defense bond (see bond)
Defense Establishment (see Establishment)
De Gaulle Free French; Free French; Fighting French; *but* de Gaullist
Deity, words denoting, capitalized
delegate (to a conference); the delegate; the delegation
Delegate (U.S. Congress)
Delta, Mississippi River; the delta
Department, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international unit:
  Highway (District of Columbia)
  Post Office
  Treasury
  Yale University Department of Economics; the department of economics; the department
department:
  clerk
  legislative, executive, judicial departments
Depot, if part of name; the depot (see also Station)
Deputy, if part of capitalized title; *but* the deputy
derivatives of proper names:

alaska seal (fur)
angora wool
angstrom unit
apache (Paris)
argyle wool
artesian well
astrakhan fabric
axminster rug
babbitt metal
bakelite
belleekware
benday process
bessemer steel
bohemian set
bologna sausage
bordeaux mixture
bourbon whisky
bowie knife
braille
brazil nut
brazilwood
brewer's yeast
bristolboard
britannia metal
britanniaware
brussels carpet
brussels sprouts
bunsen burner
burley tobacco
cesarean operation
axminster rug
canada balsam (microscopy)
carlsbad twins (petrography)
cashmere shawl
castile soap
chantilly lace
chesterfield coat
china clay
chinese blue
climax basket
collins (drink)
congo red
cordovan leather
coulomb
curie

derivatives of proper names—con.

decauville rail
degaussing apparatus
delftware
derby hat
diesel engine, dieselize
dotted swiss
epsom salt
fedora hat
fletcherize
frankfurt sausage
frankfurter
french chalk
french dressing
french-fried potatoes
fuller's earth
gargantuan
gauss
georgette crepe
german silver
gilbert
glauber salt
gothic type
graham bread
harderian gland
harveyized steel
herculean task
hessian fly
holland cloth
hoolamite detector
hudson seal (fur)
india ink
india rubber
intertype [5] slug
italic type
jamaica ginger
japan varnish
jersey fabric
johnin test
joule
kafircorn
klieg light
knickerbocker
kraft paper
lambert
leghorn hat
levant leather
levantine silk
lilliputian
linotype [5] slug
logan tent
london purple
ludlow [5] type
lufbery circle
lynch law
lyonnaise potatoes
macadamized road
mach (no period) number
madras cloth
maginot line
manila paper
maraschino cherry
mason jar
maxwell
melba toast
mercerized fabric
merino sheep
monotype [5] matter
morocco leather
morris chair
murphy bed
navy blue
nelson, half nelson, etc.
neon light
newmarket cloak
newton
nissen hut
norfolk jacket
oriental rug
osnaburg cloth
oxford shoe
panama hat
parianware
paris green
parkerhouse roll
pasteurized milk
persian lamb
petri dish
pharisaic
philistine
pitman arm
pitot tube
plaster of paris
portland cement
prussian blue
pullman car; pullmanize
quisling
quixotic idea
quonset hut
rembert wheel
roentgen
roman candle
roman cement
roman type
russia leather
russian bath
rutherford
sanforize
saratoga chips
scotch plaid
scotch tape
shanghai
siamese twins
simon pure
spanish omelet

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[5] Lowercased as adjective, but still capitalized if referring to machine itself.

- derivatives of proper names—con.
  - stillson wrench
  - stubs wire
  - surah silk
  - swiss cheese, *but* Swiss watch
  - tabasco sauce
  - taintor gate
  - timothy grass
  - turkey red
  - turkish towel
  - utopia, utopian
  - vandyke collar
  - vaseline
  - venetian blind
  - venturi tube
  - victoria (carriage)
  - vienna bread
  - virginia reel
  - wedgwoodware
  - wheatstone bridge
  - wilton rug
  - woodruff key
  - zeppelin

- deutsche mark
- diplomatic corps (see also Corps; service)
- Director, if referring to head of Federal, District of Columbia, or international unit; the Director:
  - District Director of Internal Revenue
  - of Coast and Geodetic Survey
  - of Fish and Wildlife Service
  - of the Budget
  - of the Mint
  - of Vehicles and Traffic
  - *but* director, board of directors (nongovernmental)
- Director General of Foreign Service; the Director General; the Director
- Distinguished Service Medal, etc. (see decorations)
- District, if part of name; the district:
  - Alexandria School District No. 4; the school district
  - Chicago Sanitary; the sanitary district
  - Congressional (see Congressional)
  - Federal (see Federal)
  - 1st Naval; naval district
  - Grant County Public Utility; the utility district
  - Imperial Valley Irrigation; the irrigation district
  - Los Angeles Water; the water district
  - Manhattan Engineer (atomic)
  - *but* customs district No. 2; first assembly district; school district No. 4
- District of Columbia; the District:
  - Anacostia Flats; the flats
  - Arlington Memorial Bridge; the Memorial Bridge; the bridge
  - District jail; the jail
  - Engineer Commissioner; the Commissioner
  - Engineer Department; the Department
  - General Hospital; the hospital
  - Highway Bridge; 14th Street Bridge; the bridge
  - juvenile court; the court
  - Mall, the
  - Metropolitan Police; Metropolitan policeman; the police
  - Monument Grounds; the grounds
  - Monument, Washington; the monument
- District of Columbia—Continued
  - municipal court
  - police court
  - Public Library; the library
  - Reflecting Pool; the pool
  - Speedway, the
  - Tidal Basin; the basin
  - Washington Channel; the channel
- Divide, Continental (Rocky Mountains); the divide
- Divine Father; *but* divine guidance, divine providence, divine service
- Division, Army, if part of name: 1st Division; the division
- Division, if referring to Federal or District of Columbia governmental unit; the Division:
  - Electro-Motive Division; the division; *but* division of General Motors
  - of Air Services
  - of Parcel Post
  - of Railway Mail Service
  - of the Federal Register
  - Passport
  - Trinity River division (reclamation); the division
- Dixie; Dixiecrat
- docket No. 66
- Doctrine, Monroe; the doctrine; *but* Truman, Eisenhower doctrine
- Document, if part of name; the document:
  - Document No. 2
  - Document Numbered One Hundred and Thirty
- Dominion of Canada, of New Zealand, etc.; the Dominion; *but* British dominions; a dominion; dominion status

- drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—Hydroelectric Power Development
- Driftless Area (Mississippi Valley)
- Dust Bowl (see Bowl)

- eagle boat (class)
- earth, lowercase unless used with names of other planets
- East:
  - Coast (Africa)
  - Europe (political entity)
  - Germany (political entity)
  - Middle, Mideast (Asia)
  - Near (Balkans)
  - South Central States
  - the East (section of United States); *also* Communist political entity
- east:
  - Africa
  - coast (U.S.)
  - Pennsylvania
- Eastern:
  - Europe (political entity)
  - Far (Orient) (see Far East)
  - Germany (political entity)

- Eastern—Continued
  - Gulf States
  - Hemisphere (see Hemisphere)
  - Middle, Mideastern (Asia)
  - North Central States
  - Shore (Chesapeake Bay)
  - States
  - United States
- eastern:
  - France
  - seaboard
  - time, eastern standard time (see time)
  - Wisconsin
- easterner
- E-bond
- elector, presidential (see Presidential)
- electoral college; the electors
- Elizabethan Age (see Ages)
- Emancipation Proclamation (see Proclamation)
- Embassy, British, etc.; the Embassy
- Emperor, Ethiopian, etc.; the Emperor
- Empire, Ethiopian, etc.; the Empire; *but* an empire
- Engine Company, Bethesda; engine company No. 6; No. 6 engine company; the company
- Engineer Commissioner (see District of Columbia)
- Engineer Department (see District of Columbia)
- Engineer officer, etc. (of Engineer Corps)
- Engineers, Chief of (see Chief)
- Engineers, Corps of (see Corps)
- Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister
- Equator, the; equatorial
- Establishment, if part of name; the establishment:
  - Army
  - Army Field
  - Defense
  - Military
  - Naval; *but* naval establishments
  - Navy
  - Post Office; Postal
  - Reserve
  - Shore
  - *but* civil establishment; legislative establishment
- Estate, Girard (a foundation); the estate
- state, third (the commons); fourth (the press); etc.
- uropean theater of operations; the European theater; the theater
- xcellency, His; Their Excellencies
- xchange, New York Stock; the stock exchange; the exchange
- xecutive (President of United States):
  - Decree No. 100; Decree 100; *but* Executive decree
  - Document No. 95
  - Mansion; the mansion; the White House
- Executive—Continued
  - Office; the Office
  - Order No. 34; Order 34; *but* Executive order
  - power
- executive:
  - agreement
  - branch
  - communication
  - department
  - document
  - paper
- exhibit 2, A, II, etc.; *but* Exhibit 2, when part of title: Exhibit 2:[6] Capital Expenditures, 1935–49
- Expedition, Byrd; Lewis and Clark; the expedition
- Experiment Station (see Station)
- Explorer I, etc.
- Exposition, California-Pacific International, etc.; the exposition
- Express, if part of name: Federal Express, the

- Fair Deal
- Fair, World's, etc.; the fair
- Falangist
- fall (season)
- Falls, Niagara; the falls
- fanciful appellations capitalized:
  - Bay State (Massachusetts)
  - Big Four (powers, railroad, etc.)
  - City of Churches (Brooklyn)
  - Fair Deal
  - Great Father (the President)
  - Keystone State (Pennsylvania)
  - New Deal
  - the Hub (Boston)
- Far East, Far Eastern (the Orient); Far West (U.S.); *but* far western
- Farm, if part of name; the farm:
  - Johnson Farm; *but* Johnson's farm
  - San Diego Farm
  - Wild Tiger Farm
- Fascist; Fascisti; fascism
- Father of his Country (Washington)
- Federal (synonym for United States or other sovereign power):
  - District (Mexico)
  - Government (of any national government)
  - grand jury; the grand jury
  - land bank (see Bank)
  - Personnel Council (see Council)
  - Register (publication); the Register
  - Reserve bank (see Bank)
  - Reserve Board, the Board; *also* Federal Reserve System, the System; Federal Reserve Board Regulation W, *but* regulation W
- federally
- fellow, fellowship (academic); lowercase with name
- Field, Byrd, Stewart, etc.; the field
- fifth column; fifth columnist
- figure 2, A, II, etc. (illustration); *but* Figure 2, when part of legend: Figure 2.—Market scenes

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[6] See footnote 1, p. 32.

firm names:
  A–C Spark Plug Co.
  Allen-A Co.
  Allen B. Du Mont Laboratories
  Allis-Chalmers Manufacturing Co.
  Aluminium, Ltd.
  American Bank Note Co.
  American Telephone & Telegraph Co.
  Appleton-Century-Crofts, Inc.
  Bausch & Lomb Optical Co.
  Beech-Nut Life Savers, Inc.
  Carson, Pirie, Scott & Co.
  Champion Paper & Fibre Co.
  Chance Vought Aircraft, Inc.
  Chicago & North Western Railway Co.
  Colgate-Palmolive Co.
  Colt's Patent Fire Arms Manufacturing Co.
  Curtiss-Wright Corp.
  D.C. Transit System, Inc.
  Deepfreeze Appliance Division
  De Laval Steam Turbine Co.
  DeVilbiss Co.
  Dillon, Read & Co.
  Dow, Jones & Co.
  Dun & Bradstreet
  E. I. du Pont de Nemours & Co.
  Francis I. du Pont & Co.
  Eagle-Picher Co., Inc.
  Electric Auto-Lite Co.
  Fibreboard Paper Products Corp.
  Great Atlantic & Pacific Tea Co. (A. & P.)
  Grumman Aircraft Engineering Corp.
  Halsey, Stuart & Co.
  Harris-Intertype Corp.
  Hart Schaffner & Marx
  Houghton Mifflin Co.
  Ingersoll-Rand Co.
  Johns-Manville Corp.
  Kennecott Copper Co.
  R. G. LeTourneau, Inc.
  Libbey-Owens-Ford Glass Co.
  Libby, McNeill & Libby
  Macmillan Co.
  Merck Sharp & Dohme Division
  Merrill Lynch, Pierce, Fenner & Smith
  Montgomery Ward & Co.
  Moore-McCormack Lines, Inc.
  Olin Mathieson Chemical Corp.
  Owens-Corning Fiberglas Corp.
  Parke, Davis & Co.
  J. C. Penney Co.
  Phelps Dodge Corp.
  Price Waterhouse & Co.
  Procter & Gamble Co.
  Rand McNally & Co.
  Sears, Roebuck & Co.
  Sperry Rand Corp.
  Sunray Mid-Continent Oil Co.
  Trans World Airlines
First Lady (wife of President)
First World War (see War)
flag code
flag, U.S.:
  Old Flag, Old Glory
  Stars and Stripes
  Star-Spangled Banner
flags, foreign:
  Tricolor (French)
  Union Jack (British)
  United Nations
Flats, Anacostia (see District of Columbia)
Fleet, if part of name; the fleet:
  Atlantic
  Channel
  Grand
  High Seas
  Marine Force
  Naval Reserve
  Pacific, etc. (naval)
  6th Fleet, etc.
  United States
floor (House or Senate)
Force(s), if part of name; the force(s):
  Active Forces
  Air (see also Air Force)
  Armed Forces (synonym for overall Military Establishment)
  Army Field Forces; the Field Forces
  Fleet Marine
  Navy Battle (see Navy)
  Navy Scouting (see Navy)
  7th Task; the task force; *but* task force report (Hoover Commission)
  United Nations Emergency; the Emergency Force; the Force; *but* United Nations police force
foreign cabinets:
  Foreign Office; the Office
  Minister of Foreign Affairs; the Minister
  Ministry of Foreign Affairs; the Ministry
  Premier
  Prime Minister
Foreign Legion (French); the legion
Foreign Service; the Service:
  officer
  Officer Corps; the corps
  Reserve officer; the Reserve officer
  Reserve Officer Corps; the Reserve Corps; the corps
  Staff officer; the Staff officer
  Staff Officer Corps; the Staff Corps; the corps
Forest, if part of name; the national forest; the forest:
  Angeles National
  Black
  Coconino and Prescott National Forests
  but State and National forests
Forester (Chief of Forest Service); the Chief; *also* Chief Forester
form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040:[7] Individual Income Tax Return; *but* withholding tax form
Fort McHenry, etc.; the fort

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[7] See footnote 1, p. 32.

Foundation, if part of name; capitalized standing alone if referring to Federal unit:
- Chemical; the foundation
- Infantile Paralysis; the foundation
- National Science; the Foundation
- Russell Sage; the foundation

Founding Fathers (colonial)

four freedoms

Four Power Pact (see Pact)

free list; *but* Title I:[8] Free List

free trade area

free world

Frisco (for San Francisco; no apostrophe)

Fritalux (see alliances)

Fund, if part of name; capitalized standing alone if referring to international or United Nations fund:
- Common Market
- Development Loan Fund; the Fund (U.S. Government corporation)
- International Monetary
- Rockefeller Endowment; the fund
- Special Projects
- *but* civil service retirement fund; mutual security fund; national service life insurance fund; revolving fund

Gadsden Purchase

Gallery of Art, National (see National)

Garand rifle

Geiger counter

General Agreement (see Agreement)

General Board (of Navy) (see Board)

General Counsel; the Counsel (Federal)

General Order No. 14; General Orders, No. 14; a general order

gentile

geographic terms, such as those listed below,[9][10] capitalized if part of name; lowercased in general sense (rivers of Virginia and Maryland):
- Archipelago
- Area
- Arroyo
- Atoll
- Bank
- Bar
- Basin, Upper (Lower) Colorado River, etc. (legal entity); *but* Hansen flood-control basin; Missouri River basin (drainage); upper Colorado River storage project
- Bay
- Bayou
- Beach
- Bench
- Bend
- Bight
- Bluff
- Bog
- Borough (boro)
- Bottom
- Branch (stream)
- Brook
- Butte
- Canal; the canal (Panama)
- Canyon
- Cape
- Cascade
- Cave
- Cavern
- Channel; *but* Mississippi River channel(s)
- Cirque
- Coulee
- Cove
- Crag
- Crater
- Creek
- Crossroads
- Current (ocean feature)
- Cutoff
- Dam
- Delta
- Desert
- Divide
- Dome (not in geologic sense)
- Draw (stream)
- Dune
- Escarpment
- Falls
- Fault
- Flat(s)
- Floodway
- Ford
- Forest
- Fork (stream)
- Gap
- Geyser
- Glacier
- Glen
- Gorge
- Gulch
- Gulf
- Gut
- Harbor
- Head
- Hill
- Hogback
- Hollow
- Hook
- Hot Spring
- Icefield
- Inlet
- Island
- Isle
- Islet
- Keys (Florida only)
- Knob
- Lagoon
- Lake
- Landing
- Ledge
- Lowland
- Marsh
- Massif
- Mesa
- Monument
- Moraine
- Mound
- Mount
- Mountain
- Narrows
- Neck
- Needle
- Notch
- Oasis
- Ocean
- Oxbow
- Palisades
- Park
- Pass
- Passage
- Peak
- Peninsula
- Plain
- Plateau
- Point
- Pond
- Pool
- Port (water body)
- Prairie
- Range (mountain)
- Rapids
- Ravine
- Reef
- Reservoir
- Ridge
- River
- Roads (anchorage)
- Rock
- Run (stream)
- Sea
- Seaway
- Shoal
- Sink
- Slough
- Sound
- Spit
- Spring
- Spur
- Strait
- Stream
- Summit
- Swamp
- Terrace
- Thoroughfare
- Trench
- Trough
- Volcano
- Wash
- Waterway
- Woods

Geological Survey (see Survey)

German measles

GI bill of rights

Girl Scouts (organization); a Girl Scout; a Scout

G-man

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[8] See footnote 1, p. 32.

[9] List compiled with the cooperation of the U.S. Board on Geographic Names.

[10] See also footnote on p. 58.

Gold Star Mothers (see American)
Golden Age (see Ages)
Golden Rule
Gospel, if referring to the first four books of the New Testament; *but* gospel truth
Government:
  British, Soviet, etc.; the Government
  Canal Zone; the government
  department, officials, -owned, publications, etc. (U.S. Government)
  National and State Governments
  Printing Office (see Office)
  U.S.; National; Federal; Central; General
government:
  Churchill
  Communist
  European governments
  Federal, State, and municipal governments
  insular; island
  military
  seat of
  State
  State and Provincial governments
  Territorial
governmental
Governor:
  of Puerto Rico; the Governor
  of the Federal Reserve Board; the Governor
  of the Panama Canal; the Governor
  of Wisconsin, etc.; the Governor
  but State Governor(s); Governors' conference; a Governor
Governor General of Canada; the Governor General
grade, market (see market grades)
Grand Army of the Republic; the Grand Army; the Army
Grand Army Post No. 63; Post No. 63; Grand Army post; the post
grand jury (see Federal)
Grange, the (National)
graph 2, A, II, etc.; *but* Graph 2, when part of title: Graph 2.—Production Levels
Great:
  Basin
  Beyond
  Divide
  Father (see fanciful appellations)
  Lakes; the lakes; lake(s) traffic
  Plains; *but* southern Great Plains
  Rebellion (see Rebellion)
  War (see War)
  White Way (New York City)
great circle (navigation)
Greater Los Angeles, Greater New York
gross national product (GNP)
Group:
  Military Advisory Group; the group
  Standing (see Organization)
group 2, II, A, etc.; *but* Group 2, when part of title: Group II:[11] List of Countries by States
guaranteed annual wage (GAW)
Guard, National (see National)
guardsman (see Coast Guard; National Guard)
Gulf:
  Coast States; *but* gulf coast
  of Mexico; the gulf
  States
  Stream; the stream

Hall (U.S. Senate or House)
Halls of Congress
H-bomb; H-hour
Headquarters:
  Alaska Command; the command headquarters
  4th Regiment Headquarters; regimental headquarters
  32d Division Headquarters; the division headquarters
Heaven (Deity); heaven (place)
Hells (no apostrophe) Canyon
Hemisphere, Eastern; Western; etc.; the hemisphere
High Church
High Commissioner
High Court (see Supreme Court)
High School, if part of name: Western; the high school
Highway Bridge (Washington, D.C.); the bridge
Highway No. 40; Route 40; State Route 9; the highway
His Excellency the Duke of Athol, etc.; His Excellency; Their Excellencies
His Majesty; Her Majesty; Their Majesties
historic events and epochs:
  Reformation, the
  Renaissance, the
  Restoration, the (English)
  Revolution of July (French)
  Revolution, the (American, 1775; French, 1789; English, 1688)
holidays and special days:
  Admission Day
  All Fools'
  Arbor Day
  Armed Forces Day
  Christmas Day, Eve
  Columbus Day
  D-day; D-plus-4-day
  Father's Day
  Flag Day
  Founders' Day
  Fourth of July
  Halloween
  Inauguration Day
  Independence Day
  Labor Day
  Lincoln's Birthday
  M-day

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[11] See footnote 1, p. 32.

- holidays and special days—continued
  - Memorial Day (also Decoration Day)
  - Mother's Day
  - New Year's Day, Eve
  - S–D Day (Safe-Driving Day)
  - Thanksgiving Day
  - V–E Day; V–J Day
  - Veterans (no apostrophe) Day
  - Washington's Birthday
  - *but* election day; primary day
- Holy Scriptures; Holy Writ (Bible)
- Home (see Naval; Soldiers')
- Hospital, if part of name; the hospital:
  - District of Columbia General
  - 5th Regiment
  - Freedmen's
  - St. Elizabeths (no apostrophe)
  - *but* naval (marine or Army) hospital
- hospital corpsman (see corpsman)
- House, if part of name:
  - Johnson house (private residence)
  - Lee (hotel); the house
  - of Representatives; the House (U.S.)
  - of the Woods (palace); the house
  - Office Building (see Building)
  - Ohio (State); the house
  - *but* both Houses; lower (or upper) House (Congress)
- House of Representatives (U.S.), titles of officers standing alone capitalized:
  - Chairman (Committee of the Whole)
  - Chaplain
  - Clerk; *but* legislative clerk, etc.
  - Doorkeeper
  - Official Reporter(s)
  - Parliamentarian
  - Postmaster
  - Sergeant at Arms
  - Speaker pro tempore
  - Speaker; speakership
- Hudson's Bay Co.
- Hurricane Carol, etc.
- Hydrographer, the (Navy Department)

- ice age (see Ages)
- independence; in the year of our independence the one hundred and seventy-sixth
- Indians:
  - Absentee Shawnee
  - Eastern (or Lower) Band of Cherokee; the band
  - Five Civilized Tribes; the tribes
  - Shawnee Tribe; the tribe
  - Six Nations (Iroquois Confederacy)
- Inquisition, Spanish; the Inquisition
- Institute, if part of name; capitalized standing alone if referring to Federal or international organization:
  - National Cancer; the Cancer Institute; the Institute
  - National Institutes of Health; the Institutes
  - of International Law; the Institute
  - Woman's Institute; the institute
- Institution, if part of name; capitalized standing alone if referring to Federal unit:
  - Carnegie Institution; the institution
  - Smithsonian Institution; the Institution
- insular government; island government
- intercoastal waterway (see waterway)
- interdepartmental
- International Court of Justice (see Court)
- International Geophysical Year (see Year)
- International Postal Convention (see Convention)
- international:
  - banks (see Bank)
  - date line
  - law
  - Morse code (see Code)
- interprovincial
- interstate
- Intracoastal Waterway; the waterway (see also waterway)
- intrastate
- Irish potato
- Iron Cross (see decorations)
- Iron Curtain; the curtain
- irrigation district (see District)
- Isthmian Canal (see Canal)
- Isthmus of Panama; the isthmus
- Ivory Coast

- Japan Current (see Current)
- Jersey cattle
- Jetty, Barnegat, etc.; the jetty
- Jim Crow law, car, etc.
- Joint Chiefs of Staff; Chiefs of Staff
- Joint Committee on Atomic Energy (see Committee)
- Journal clerk; the clerk
- Journal (House or Senate)
- Judge Advocate General, the
- judiciary, the

- King of England, etc.; the King
- Koran, the; Koranic
- K-ration
- Ku Klux Klan; the Klan

- Laboratory, if part of name: Forest Products; the Laboratory; *but* the laboratory (non-Federal)
- Lake: Erie, of the Woods, Salt; the lake
- Lakes, Great (see Great Lakes)
- Lane, if part of name: Maiden; the lane
- Latin American States (see States)
- Latter-day Saints
- law of nations
- law, Walsh-Healey, etc.; law 176; law No. 176; copyright law; Ohm's, etc.
- Legal Adviser of the Department of State; the Legal Adviser
- Legation, Finnish, etc.; the Legation
- Legion:
  - American; the Legion; a Legionnaire
  - French Foreign; the legion

Legislative Assembly, if part of name:
  of New York; the legislative assembly; the assembly
  of Puerto Rico; the legislative assembly; the assembly
legislative branch, clerk, session, etc.
Legislature:
  National Legislature (U.S. Congress); the Legislature
  Ohio Legislature; Legislature of Ohio; the legislature
lend-lease materials, etc. (see also Act)
Letters Patent No. 378,964; *but* patent No. 378,964; letters patent
Levant, the (Mediterranean region)
Liberty Bell; Liberty ship
Librarian of Congress; the Librarian
Library:
  Army; the library
  Franklin D. Roosevelt; the library
  of Congress; the Library
  Public (District of Columbia); the library
Lieutenant Governor of Idaho, etc.; the Lieutenant Governor
Light, if part of name; the light:
  Boston
  Buffalo South Pier Light 2; *but* light No. 2; light 2
  but Massachusetts Bay lights
Lighthouse (see Light Station)
Lightship, if part of name; the lightship:
  Grays Reef Lightship
  North Manitou Shoal Lightship
Light Station, if part of name; the light station; the station:
  Minots Ledge Light Station
  Watch Hill Light Station
Line(s), if part of name; the line(s):
  Burlington Lines (railroad)
  Greyhound Line (bus)
  Holland-America Line (steamship)
line:
  DEW
  Mason-Dixon line *or* Mason and Dixon's line
  Pinetree
  State
Little Inch; Big Inch (pipelines)
Little Steel formula, etc.
Local: Teamsters Local Union No. 15; *but* local No. 15
local time, local standard time (see time)
Loop, the (see cities)
Louisiana Purchase
Low Church
Lower, if part of name:
  California (Mexico)
  Colorado River Basin
  Egypt
  Peninsula (of Michigan)
  but lower (or upper) House of Congress; lower Mississippi

Magna Carta
Majesty, His, Her (see His Majesty)
Majority Leader Johnson; *but* the majority leader (U.S. Congress)
Mall (see District of Columbia)
Manager, General Manager (AEC), if referring to head of Federal or District of Columbia unit
Mansion, Executive (see Executive)
map 3, A, II, etc.; *but* Map 2, when part of title: Map 2.—Railroads of Middle Atlantic States
Marine Corps; the corps:
  man
  Marines (the corps); *but* marines (individuals)
  Organized Reserve; the Reserve
  also a marine, a woman marine, the women marines (individuals)
Maritime Provinces (Canada) (see Province)
market grades and classes:
  U.S. grade A
  Western, Mixed, Malting Two-rowed (barley)
  Red Kidney, U.S. No. 2 Pea (beans)
  Prime, Choice, Good (cattle)
  Yellow, White, Mixed, Dent (corn)
  Middling, Strict Good Ordinary, Strict Low Middling, Good Ordinary, etc. (cotton)
  Timothy Light Clover Mixed, Upland Prairie (hay)
  White, Red, Mixed (oats)
  Yellow, Black, Mixed (soybeans)
  Flue-cured, Fire-cured, Cigar-wrapper (tobacco)
  Hard Red Spring, Red Durum, Durum, Hard Red Winter, White, Mixed, etc. (wheat)
  Grade 60's, or one-half blood (wool)
Marshal (see Supreme Court)
Marshall plan (see plan)
Mason-Dixon line (see line)
M-day
medals (see decorations)
Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of U.S. Congress; *also* Member at Large; Member of Parliament, etc.; *but* membership
Memorial Bridge, Arlington (see Bridge)
Memorial Parkway, George Washington (see Parkway)
Merchant Marine Reserve; the Reserve; *but* U.S. merchant marine; the merchant marine
Metropolitan Washington, etc.
midcontinent region
Middle Ages (see Ages)
Middle Atlantic States
Middle East; Mideast; Mideastern; Middle Eastern (Asia)
middle Europe
Middle West, Midwest (section of United States)

- Middle Western States; Midwestern States; *but* midwestern farmers, etc.
- Midsouth (section of United States)
- Military Academy (see Academy)
- Military Establishment (see Establishment)
- Militia, if part of name; the militia:
  - 1st Regiment Ohio
  - Indiana
  - Naval
  - of Ohio
  - Organized
- milkshed, Ohio, etc. (region)
- Minister Plenipotentiary; the Minister; Minister Without Portfolio (see also foreign cabinets)
- Ministry (see foreign cabinets)
- Minority Leader Martin; *but* the minority leader (U.S. Congress)
- Mint, Philadelphia, etc.; the mint
- minutemen (colonial)
- Mission, if part of name; the mission:
  - Gospel Mission
  - Mission 66
  - *but* diplomatic mission; military mission; Jones mission
- Monroe Doctrine (see Doctrine)
- Monument:
  - Bunker Hill; the monument
  - Grounds; the grounds (District of Columbia)
  - National (see National)
  - Washington; the monument (District of Columbia)
- moon, lowercased unless used with names of other planets
- Mountain States
- mountain time, mountain standard time (see time)
- Mr. Chairman; Mr. Secretary; etc.
- Museum, capitalize with name; the museum:
  - Army Medical; the Medical Museum
  - Field
  - National
  - National Air; the Air Museum
- mutual defense assistance program

- Nation (synonym for United States); *but* nationwide; *also* French nation, Balkan nations
- Nation, Creek; Osage; etc.; the nation
- nation, in general, standing alone
- National, in conjunction with capitalized name:
  - Academy of Sciences (see Academy)
  - and State institutions, etc.
  - Archives, the (see The)
  - Capital (Washington); the Capital
  - Forest (see Forest)
  - Gallery of Art; the National Gallery; the gallery
  - Grange; the Grange
- National—Continued
  - Guard, Ohio, etc.; Air National; the National Guard; the guard; a guardsman; *but* a National Guard man; National Guardsman
  - Institute (see Institute)
  - Legislature (see Legislature)
  - Monument, Muir, etc.; the national monument; the monument
  - Museum (see Museum)
  - Naval Medical Center (Bethesda, Md.)
  - Park, Yellowstone, etc.; Yellowstone Park; the national park; the park
  - Treasury; the Treasury
  - War College
  - Woman's Party; the party
  - Zoological Park (see Zoological)
- national:
  - agency check (NAC)
  - anthem, customs, spirit, etc.
  - British, Mexican, etc.
  - defense agencies
  - stockpile
  - water policy (see policy)
- Naval, if part of name:
  - Academy (see Academy)
  - Base, Guam Naval; the naval base
  - District, 1st Naval (see District)
  - Establishment (see Establishment)
  - Home (Philadelphia); the home
  - Militia; the militia
  - Observatory (see Observatory)
  - Potomac River Naval Command (see Command)
  - Reserve; the Reserve; a reservist
  - Reserve Force; the force
  - Reserve officer; a Reserve officer
  - Shipyard (if preceding or following name): Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard
  - Station (if preceding or following name): Key West Naval Station; Naval Station, Key West; the station
  - Volunteer Naval Reserve
  - War College; the War College; the college
  - Weapons Plant; the weapons plant; the plant
- naval, in general sense:
  - command (see Command)
  - district (see District)
  - expenditures, maneuvers, officer, service, stores, etc.
  - petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2
- navel orange
- Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:
  - Admiral of the; the admiral
  - Battle Force; the Battle Force; the force
  - Establishment; the establishment

- Navy—Continued
  - Hospital Corps; hospital corpsman; the corps
  - Regular
  - regulation 56
  - Scouting Force; the scouting force; the force
  - Seabees (construction battalion); a Seabee
  - 7th Task Force (see Force)
- Nazi; nazism
- Near East (Balkans, etc.)
- Negro; Negress
- Network, Red, Blue; the network
- New Deal; anti-New Deal
- New, if part of name: New Willard
- New England States
- New World
- Niagara Frontier; the frontier
- Nike-Ajax, etc.
- Nine Power Treaty; the treaty
- North:
  - Atlantic
  - Atlantic Pact (see Pact)
  - Atlantic States
  - Atlantic Treaty (see Treaty)
  - Atlantic Treaty Organization (see Organization)
  - Equatorial Current (see Current)
  - Korea
  - Pole
  - Star (Polaris)
  - the North (section of United States)
- north:
  - Africa
  - Ohio
- north-central region, etc.
- northern Ohio
- Northern States
- northerner
- Northwest Pacific
- Northwest Territory (1799)
- Northwest, the (section of United States)
- Northwest Washington (see cities)
- Northwestern:
  - States
  - United States
- numbers capitalized if spelled out as part of a name:
  - Charles the First
  - Committee of One Hundred
  - Fourteenth Census (see Census)

- Observatory, capitalized with name:
  - Astrophysical; the Observatory
  - Lick; the observatory
  - Naval; the Observatory
- Occident, the; occidental
- Ocean, if part of name; the ocean:
  - Antarctic
  - Arctic
  - Atlantic
  - North Atlantic, etc.
  - Pacific
  - South Pacific, etc.
  - Southwest Pacific, etc.
- Office, if referring to unit of Federal or District of Columbia Government; the Office:
  - Chicago Operations Office, etc. (AEC); the Operations Office
  - Executive
  - Foreign (see foreign cabinets)
  - General Accounting Office; the Accounting Office
  - Government Printing; the Printing Office
  - New York regional office (including branch, division, or section therein); the regional office; the office
  - of Alien Property
  - of Chief of Naval Operations
  - of Education
  - of Experiment Stations
  - of the Secretary (Defense); Secretary's Office
  - Patent
- officer:
  - Army
  - Marine; *but* naval and marine officers
  - Navy; Navy and Marine officers
  - Regular Army; Regular; a Regular
  - Reserve
  - WAC, WAVE
- Old Dominion (Virginia)
- Old South
- Old World
- Olympic games; Olympiad; VII Olympic games
- Operation Deep Freeze, Snowdrop, etc.; *but* Deep Freeze operation
- Order of Business No. 56 (congressional calendar)
- Ordnance:
  - Corps (see Corps)
  - Department; the Department
  - Depot (see Depot)
- Organization, if part of name; capitalized standing alone if referring to international unit:
  - Educational, Scientific, and Cultural (UNESCO)
  - International Labor
  - North Atlantic Treaty (NATO):
    - Chiefs of Staff
    - Committee of Defense Ministers
    - Council
    - Council of Foreign Ministers
    - Defense Committee
    - Military Committee
    - Military Production and Supply Board
    - mutual defense assistance program
    - Pact (see Pact)
    - Regional Planning Group; the Group
    - Standing Group; the Group
  - of American States (formerly Pan American Union)
  - United Nations (see United Nations)
- Organized:
  - Marine Corps Reserve; Marine Reserve; the Reserve
  - Militia; the militia

- Organized—Continued
  - Naval Militia; the Naval Militia; the militia
  - Reserve Corps; the Reserve
- Orient, the; oriental
- Outer Continental Shelf (see Continental)

- Pacific (see also Atlantic):
  - coast
  - Coast (*or* Slope) States
  - Northwest
  - Northwest Pacific
  - seaboard
  - slope
  - South Pacific
  - States
  - time, Pacific standard time (see time)
  - *but* cispacific; transpacific
- Pact, capitalized with name; lowercased standing alone:
  - Atlantic; Atlantic Defense
  - Baghdad
  - Four Power
  - Kellogg
  - North Atlantic; North Atlantic Defense
- pan-American
- Pan American Union (see Organization of American States)
- Panel, Atomic Energy Labor-Management Relations (Federal), etc; the Panel
- Panhandle of Texas; Texas Panhandle; the panhandle; etc.
- papers, Woodrow Wilson, etc.; the papers; *but* white paper
- Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish
- Park, Fairmount, etc.; the park (see also National)
- Park Police, U.S. (District of Columbia); park policeman
- Park, Zoological (see Zoological)
- Parkway, George Washington Memorial; the memorial parkway; the parkway
- Parliament, Houses of; the Parliament
- Parliamentarian (U.S. Senate or House)
- part 2, A, II, etc.; *but* Part 2, when part of title: Part 2:[12] Iron and Steel Industry
- party, political (see political parties)
- Pass, Brenner, capitalized if part of name; the pass
- patent (see Letters Patent)
- Peninsula, Upper (Lower) (Michigan); the peninsula
- Penitentiary, Albany, etc.; the penitentiary
- Permanent Court of Arbitration (see Court)
- Philippine Republic (see Republic)
- Pilgrim Fathers (1620); the Pilgrims; a Pilgrim
- Place, if part of name: Jefferson Place; the place
- Plains (Great Plains), the
- plan:
  - Colombo
  - controlled materials
  - 5-year
  - Marshall (European recovery program)
  - Reorganization Plan No. 6 (Hoover Commission); plan No. 1
- Planetarium, Fels, Hayden; the planetarium
- Plant, Rockford Arsenal; the plant; *but* Savannah River (AEC) plant; United States Steel plant
- plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures
- Plaza, Union Station (Washington, D.C.); the plaza
- point 4; point 4 program
- Pole: North, South; the pole; subpolar
- Pole Star (Polaris); polar star
- Police, if part of name; the police:
  - Capitol
  - Metropolitan (District of Columbia)
  - Park, U.S. (District of Columbia)
  - White House
- policy, national water
- political parties and adherents (Party, if part of name; the party):
  - Communist; a Communist; a Commie
  - Conservative; a Conservative
  - Democratic; a Democrat
  - Free Soil; a Free Soiler
  - Independent; an Independent
  - National Woman's; Woman's Party
  - Progressive; a Progressive
  - Republican; Grand Old Party; *but* grand old Republican Party; a Republican
  - Socialist; a Socialist
  - States' Rights; States' Righter; a Dixiecrat; *but* States rights (in general sense)
- Pool, Northwest Power, etc.; the pool
- Pope; *but* papal, patriarch, pontiff, primate
- Port, if part of name; the port:
  - of New York Authority (see Authority)
  - *but* Baltimore port; port of Baltimore
- Post Office (Department implied)
- Post Office Box (not abbreviated), capitalized as part of address; otherwise lowercased
- postal savings account
- Postal Savings System (see System)
- Postal Union (see Union)
- Postmaster General
- Powers, if part of name; the powers (see also alliances)
  - Allied (World Wars I and II)
  - Axis (World War)
  - Big Four
  - *but* European powers

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[12] See footnote 1, p. 32

- precinct; first, 11th precinct (see rule 11.10)
- Premier (see foreign cabinets)
- Preserve, Wichita National Forest Game; etc.; Wichita Game Preserve; Wichita preserve
- Presidency (office of head of government)
- President:
  - of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; also preceding name
  - of any other country; the President of Federal or international unit
  - *but* president of the Erie Railroad
- Presidential assistant, authority, order, proclamation; *but* presidential candidate, election, timber, year
- Prime Minister (see foreign cabinets)
- Prison, Auburn, etc.; the prison
- Privy Council, His Majesty's (see Council)
- Prize, Nobel, Pulitzer, etc.; the prize
- Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; *but* Presidential proclamation
- program:
  - European recovery
  - mutual defense assistance
  - point 4
  - universal military training
- project:
  - Central Valley
  - Manhattan
  - McNary Dam
  - Rochester atomic energy
  - University of California atomic energy
- Project Farside, Sidewinder, Vanguard, etc.; *but* Vanguard project
- Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province
- Proving Ground, Aberdeen, etc.; the proving ground
- Public Act 26; Public Law 9; Public 37; Public Resolution 3; *also* public enemy No. 1
- Public Printer; the Government Printer; the Printer
- public utility district (see District)
- Pueblo, Santa Clara; the pueblo
- Puerto Rico:
  - government
  - Governor of; the Governor
  - Legislative Assembly of; the legislative assembly
  - Provisional Regiment; *but* Puerto Rico regiment
  - Resident Commissioner
- Purchase, Gadsden, Louisiana, etc.
- Puritan; puritanical

- Quad Cities (Davenport, Rock Island, Moline, and East Moline)
- Ranch, King, etc.; the ranch
- Range, Cascade, etc. (mountains); the range
- Rebellion, if part of name; the rebellion:
  - Boxer
  - Great (Civil War)
  - War of the
  - Whisky
- Reconstruction period (post-Civil War)
- Red army
- Red Cross, American (see American)
- Reds, the; a Red (political)
- Reformation, the
- Reformatory, Elmira, etc.; the reformatory
- Refuge, Blackwater Migratory Bird, etc.; Blackwater Bird Refuge; Blackwater refuge
- region, north-central, etc.; first region, 10th region (see rule 11.10); midcontinent
- Register of the Treasury; the Register
- Regular Army, Navy; a Regular (see also officer)
- regulation:
  - ceiling price regulation 8
  - 56 (Navy)
  - supplementary regulation 22
  - Veterans Regulation 8; *but* veterans regulations
  - W (see also Federal Reserve Board)
- Reign of Terror (France, 1792)
- religious terms:
  - Bahai
  - Baptist
  - Brahman
  - Buddhist
  - Catholic; Catholicism; *but* catholic (universal)
  - Christian
  - Christian Science
  - Evangelical United Brethren
  - Hebrew
  - Latter-day Saints
  - Mohammedan
  - New Thought
  - Protestant; Protestantism
  - Seventh-day Adventists
  - Seventh-Day Baptists.
  - Zoroastrian
- Renaissance, the (era)
- reorganization plan (see plan)
- Report, if part of name (with date or number); the annual report; the report:
  - Annual Report of the Secretary of Defense for the year ended June 30, 1950
  - Hoover Commission Report on Paperwork; *but* Hoover Commission report; Hoover report; task force report
  - 1950 Report of the Chief of the Forest Service
  - President's Economic Report; the Economic Report
  - Report No. 31

- Report—Continued
  - Railroad Retirement Board Annual Report, 1950; *but* annual report of the Railroad Retirement Board
  - 17th Annual Report of the Public Printer; *but* 17th annual report
  - U.S. Reports (publication)
- Reporter, the (U.S. Supreme Court)
- Representative; Representative at Large (U.S. Congress)
- Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:
  - French
  - Irish
  - of Panama
  - of the Philippines; Philippine Republic
  - United Arab
  - United States
  - *also* the American Republics; the Latin American Republics; South American Republics; the Republics
- Reservation (forest, military, or Indian), if part of name; the reservation:
  - Great Sioux
  - Hill Military
- Reserve, if part of name; the Reserve (see also Air Force; Army Corps; Foreign Service; Marine Corps; Merchant Marine; Naval):
  - Active
  - Air Force
  - Army
  - bank (see Bank)
  - Board, Federal (see Federal)
  - city (see Bank)
  - Civil Air Patrol
  - components
  - Enlisted
  - Establishment
  - Inactive
  - Naval
  - officer
  - Officers' Training Corps
  - Ready
  - Retired
  - Standby
  - Volunteer Naval
  - Women's (see Women's Reserve)
- Reserves, the; reservist
- Resident Commissioner (see Member; Puerto Rico)
- Resolution, with number; the resolution:
  - House Joint Resolution 3
  - Public Resolution 6
  - Resolution 42
  - Senate Concurrent Resolution 18
  - *but* Kefauver resolution
- Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes
- Revolution, Revolutionary (if referring to the American, French, or English Revolution) (see also War)
- Road, if part of name: Benning; the road
- Roman numerals, common nouns used with, not capitalized:
  - book II; chapter II; part II; etc.
  - *but* Book II:[13] Modern Types (complete heading); Part XI:[13] Early Thought (complete heading)
- route No. 12466; mail route 1742; railway mail route 1144; *but* Route 40, State Route 9 (highways)
- Royal Decree No. 24; Decree 24; the royal decree
- rule 21; rule XXI; *but* Rule 21, when part of title: Rule 21:[13] Renewal of Motion
- Ruler of the Universe (Deity)
- Rules:
  - of the House of Representatives; *but* rules of the House
  - Standing Rules of the Senate (publication); *but* rules of the Senate
  - *also* Commission rules

- Sabbath; Sabbath Day
- sanitary district (see District)
- savings bond (see bond)
- schedule 2, A, II, etc.; *but* Schedule 2, when part of title: Schedule 2:[13] Open and Prepay Stations
- School, if part of name; the school:
  - any school of the U.S. Army or Navy
  - Hayes
  - Pawnee Indian
- school district (see District)
- Scriptures; Holy Scriptures (the Bible)
- Seabees (see Navy)
- seaboard, Atlantic, eastern, etc.
- Seaway (see geographic terms; Authority; Corporation)
- Second World War (see War)
- Secretariat (see United Nations)
- Secretaries of the Army and the Navy; *but* Secretaries of the military departments
- Secretary, head of national governmental unit:
  - of Defense; of State; etc.; the Secretary
  - of State for Foreign Affairs (British); for the Colonies; etc.; the Secretary of the Smithsonian Institution; the Secretary
  - *also* the Assistant Secretary; the Executive Secretary
  - *but* secretary of the Interstate Commerce Commission; secretary of state of Iowa
- Secretary General; the Secretary General:
  - Organization of American States (formerly Pan American Union)
  - South Pacific Commission
  - United Nations
- section 2, A, II, etc.; *but* Section 2, when part of title: Section 2:[13] Test Construction Theory
- Selective Service (see Service; System)

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[13] See footnote 1, p. 32.

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- Senate (U.S.), titles of officers standing alone capitalized:
  - Chaplain
  - Chief Clerk
  - Doorkeeper
  - Official Reporter(s)
  - Parliamentarian
  - Postmaster
  - President of the
  - President pro tempore
  - Presiding Officer
  - Secretary
  - Sergeant at Arms
- Senate, Ohio (State); the senate
- Senator (U.S. Congress); *but* lowercased if referring to a State senator, unless preceding a name
- senatorial
- Sergeant at Arms (U.S. Senate or House)
- Sermon on the Mount
- Service, if referring to Federal or District of Columbia unit; the Service:
  - Employment
  - Extension
  - Fish and Wildlife
  - Foreign (see Foreign Service)
  - Forest
  - Immigration and Naturalization
  - Internal Revenue
  - Mediation and Conciliation
  - National Park
  - Officer Procurement
  - Postal Transportation
  - Secret (Treasury)
  - Selective (see also System); *but* selective service, in general sense; selective service classification I–A, 4–F, etc.
  - Soil Conservation
- service:
  - airmail
  - Army
  - city delivery
  - consular
  - customs (see Bureau)
  - diplomatic
  - employment (State)
  - extension (State)
  - general delivery
  - naval
  - Navy
  - parcel post
  - postal
  - postal field
  - railway mail (see Division)
  - rural free delivery; rural delivery; free delivery
  - special delivery
  - star route
- Shelf, Continental (see Continental)
- ship of state (unless personified)
- Sister(s) (adherent of religious order)
- Six Nations (see Indians)
- Smithsonian Institution (see Institution)
- Socialist; socialism; socialistic (see also political parties)
- Society, if part of name; the society:
  - American Cancer Society, Inc.
  - Boston Medical
  - of the Cincinnati
- soil bank
- soil names:
  - Alpine Meadow
  - Bog
  - Brown
  - Chernozem (Black)
  - Chestnut
  - Desert
  - Gray-Brown Podzolic
  - Half Bog
  - Laterite
  - Pedalfer
  - Pedocal
  - Podzol
  - Prairie
  - Ramann's Brown
  - Red
  - Rendzina
  - Sierozem (Gray)
  - Solonchak
  - Solonetz
  - Soloth
  - Terra Rossa
  - Tundra
  - Wiesenboden
  - Yellow
- Soldiers' Home, if part of name: Ohio Soldiers' Home; the soldiers' home; etc.
- Soldiers' Home, the (District of Columbia only); the home
- Solicitor for the Department of Commerce, etc.; the Solicitor
- Solicitor General (Department of Justice)
- Son of Man (Christ)
- Sons of the American Revolution (organization); a Son; a Real Son
- South:
  - American Republics (see Republic)
  - American States
  - Atlantic
  - Atlantic States
  - Deep South (U.S.)
  - Korea
  - Midsouth (U.S.)
  - Pacific
  - Pole
  - the South (section of United States); Southland
- southeast Asia
- southern California, southeastern California, etc.
- Southern States
- Southern United States
- southerner
- Soviet (see U.S.S.R.)
- Spanish-American War (see War)
- Special Order No. 12; Special Orders, No. 12; a special order
- Speedway, the (see District of Columbia)
- Spirit of '76 (painting); *but* spirit of '76 (in general sense)
- spring (season)
- sputnik; *but* Sputnik I, etc.
- Square, Lafayette, etc.; the square
- Staff, Foreign Service (see Foreign Service)
- Staked Plain
- standard time (see time)

- Star of Bethlehem
- Star-Spangled Banner (see flag)
- state:
  - and church
  - of the Union message
  - statehood, statehouse, stateside, statewide
  - downstate, tristate, upstate
  - welfare
- State:
  - government
  - legislature (see Legislature)
  - line, Iowa, Ohio-Indiana, etc.
  - New York
  - of Israel
  - of Pennsylvania
  - of Veracruz
  - out-of-State (adjective)
  - prison
  - rights; States rights
  - Vatican City
- State's attorney
- state's evidence
- States:
  - Arab
  - Balkan
  - Baltic
  - Communistic
  - Eastern; *but* eastern industrial States
  - East North Central
  - East South Central
  - Eastern Gulf
  - Eastern North Central, etc.
  - Far Western
  - Gulf; Gulf Coast
  - Lake
  - Latin American
  - Middle
  - Middle Atlantic
  - Middle Western
  - Midwestern
  - Mountain
  - New England
  - North Atlantic
  - Northern
  - Northwestern, etc.
  - Organization of American
  - Pacific
  - Pacific Coast
  - rights
  - South American
  - South Atlantic
  - Southern
  - the six States of Australia
  - Thirteen Original
  - West North Central
  - West South Central
  - Western; *but* western Gulf; western farming States
- Station, if part of name; the station; not capitalized if referring to surveying or similar work:
  - Grand Central
  - Key West Naval (see Naval)
  - Nebraska Experiment Station; Experiment Station, Nebraska; Nebraska station
- Station—Continued
  - Syracuse Air Force
  - television station WSYR–TV
  - Union; Union Depot; the depot
  - WRC station; station WRC; radio station WRC; broadcasting station WRC
  - substation A
- Statue of Liberty; the statue
- Statutes at Large (U.S.) (see also Revised Statutes)
- stockpile, national
- stone age (see Ages)
- Stream, Gulf (see Gulf; Geographic terms)
- Street, if part of name; the street:
  - I Street (not Eye)
  - Fifteen-and-a-Half
  - 110th Street
- subcommittee (see Committee)
- Subtreasury, New York, etc.; subtreasury at New York; the subtreasury
- subtropical, subtropic(s) (see tropical)
- summer
- summit meeting
- sun, lowercased unless used with names of other planets
- Superintendent, if referring to head of Federal or District of Columbia unit; the Superintendent:
  - of Documents (Government Printing Office)
  - of the Naval (or Military) Academy
- Supplement to the Revised Statutes (see Revised Statutes)
- Supreme Bench; the Bench; *also* High Bench; High Tribunal
- Supreme Court (U.S.); the Court; *also* High Court; titles of officers standing alone capitalized:
  - Associate Justice; Justice
  - Chief Justice
  - Clerk
  - Marshal
  - Reporter
- Surgeon General, the (Army, Navy, and Public Health Service)
- Survey, if part of name of Federal or District of Columbia unit; the Survey: Coast and Geodetic; Geological
- System, if referring to Federal or District of Columbia unit; the System:
  - Alaska Communication System; the system
  - Federal Credit
  - Federal Home Loan Bank
  - Federal Reserve
  - National System of Interstate and Defense Highways; National System of Interstate Highways; Interstate System of Highways; Interstate Highway System; the Interstate System; the National System; the system; *but* highway system; Federal road system

- System—Continued
  - Postal Savings
  - Selective Service (see also Service)
  - *but* Pennsylvania Railway system; Pennsylvania system; Bell System, the system
  - *also* Federal land bank system

- table 2, II, A, etc.; *but* Table 2, when part of title: Table 2:[14] Degrees of Land Deterioration
- task force (see Force; Report)
- Team, USAREUR Field Assistance, etc.; the team
- television station (see Station)
- Territorial, if referring to a political subdivision
- Territory:
  - Northwest (1799); the territory
  - Trust Territory of the Pacific Islands, Pacific Islands Trust Territory; the trust territory, the territory
  - Yukon, Northwest Territories; the Territory(ies), Territorial (Canada)
  - *but* territory of: American Samoa, Guam, Virgin Islands; the territory, territorial[14a]
- Test, Otis Mental Ability Group, etc.; the group test; the test
- The, part of name, capitalized:
  - The Adjutant General (only when so in copy)
  - The Dalles; The Hague; The Weirs; *but* the Dalles Dam; the Dalles region; the Hague Conference; the Weirs streets
  - *but* the National Archives; the Archives; the Times; the *Mermaid;* the Federal Express
- Thirteen American Colonies, etc. (see Colonies)
- Thirteen Original States
- Thruway, New York; the thruway
- time:
  - Atlantic, Atlantic standard
  - central, central standard
  - eastern, eastern daylight, eastern standard
  - Greenwich civil, etc.
  - local, local standard
  - mountain, mountain standard
  - Pacific, Pacific standard
  - universal
- title 2, II, A, etc.; *but* Title 2, when part of title: Title 2:[14] General Provisions
- Tomb:
  - Grant's; the tomb
  - of the Unknown Soldier; Unknown Soldier's Tomb; Tomb of the Unknowns; the tomb (see also Unknown Soldier)
- Tower, Eiffel, etc.; the tower
- Township, Union; township of Union
- trade names (see also list of trade names, p. 269)
  - Airwick
  - CinemaScope
  - Coca-Cola
  - Dacron
  - Deepfreeze
  - Ditto
  - Fiberglas
  - Mimeograph
  - Monel metal
  - Photostat
  - Plexiglas
  - Pyrex glass
  - Royal typewriter
  - Shredded Wheat
  - Snow Crop
  - Technicolor
  - Terramycin
  - Univac
- transatlantic; transpacific; trans-Siberian, etc.; *but* Transjordan
- Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York, etc.
- Treasurer of the United States; the Treasurer
- Treasury notes; Treasurys
- Treasury, of the United States; General; National; Public; Register of the
- Treaty, if part of name; the treaty:
  - Jay Treaty
  - North Atlantic; North Atlantic Defense
  - of Versailles
  - *but* treaty of 1919
- Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration; *also* High Tribunal; the Tribunal (Supreme Court)
- Tricolor (see flags)
- Triple A (any three A group)
- Trizonia; trizonal; trizone
- Tropic of Cancer, of Capricorn; the Tropics
- tropical; neotropic, neotropical; subtropic(s), subtropical
- Trust, Power, etc.
- trust territory (see Territory)
- Tunnel, Lincoln, etc.; the tunnel; *but* irrigation, railroad, etc., tunnel
- Turnpike, Pennsylvania, etc.; the turnpike
- Twin Cities (Minneapolis and St. Paul)

- U-boat
- Under Secretary, if referring to officer of Federal Government; the Under Secretary:
  - of Agriculture
  - of State
  - of the Treasury
- Uniform Code of Military Justice (see Code)
- Union, if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit:
  - European Payments; the Union
  - International Typographical; the Typographical Union; the union
  - Pan American (see Organization of American States)
  - Station; *but* union passenger station; union freight station

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[14] See footnote 1, p. 32.

[14a] Hawaiian statehood removes last capitalized U.S. territory.

- Union—Continued
  - Teamsters Union; the Teamsters; the union; *also* the Auto Workers, etc.
  - Universal Postal; the Postal Union; the Union
  - Western (see alliances)
  - Woman's Christian Temperance
  - *but* a painters union; printers union
- Union Jack (see flags)
- Union of Soviet Socialist Republics (see U.S.S.R.)
- Unit, if referring to Federal or District of Columbia branch; the Unit:
  - Alcohol Tax
  - Income Tax
  - *but* Pasco unit
- United Nations:
  - Charter; the charter
  - Children's Fund (UNICEF); the Fund
  - Conference on International Organization; the Conference
  - Economic and Social Council; the Council
  - Educational, Scientific, and Cultural Organization (UNESCO) (see Organization)
  - Food and Agriculture Organization (FAO); the Organization
  - General Assembly; the Assembly
  - International Court of Justice; the Court
  - International Labor Organization (see Organization)
  - Little Assembly; the Assembly
  - Permanent Court of Arbitration (see Court)
  - Secretariat, the
  - Secretary General
  - Security Council; the Council
  - Special United Nations Fund for Economic Development (SUNFED)
  - Trusteeship Council; the Council
  - World Health Organization (WHO); the Organization
- universal:
  - military training (see program)
  - time (see time)
- Universal Postal Union (see Union)
- University, if part of name: Stanford; the university
- Unknown Soldier; Unknown of World War II; World War II Unknown; Unknown of Korea; Korea Unknown; the Unknowns (see also Tomb)
- Upper, if part of name:
  - Colorado River Basin
  - Egypt
  - Peninsula (of Michigan)
  - *but* upper House of Congress
- U.S.S.R. (Union of Soviet Socialist Republics):
  - Cominform (Communist Information Bureau)
  - Communist International
  - Communist States
- U.S.S.R.—Continued
  - Politburo
  - Red army
  - Reds, the; a Red
  - Soviet, if part of name; capitalized standing alone if referring to central governmental unit:
    - Government; *but* Communist government
    - Moscow
    - National
    - of Labor and Defense
    - *but* a soviet; sovietic; sovietism; sovietize

- Valley, Shenandoah, etc.; the valley; *but* the valleys of Maryland and Virginia
- Vari-Typer (trade name); *but* varityped, varityping
- V–E Day; V–J Day (see holidays)
- veteran, World War
- Veterans' Administration (see Administration)
- Veterans Day (see holidays)
- vice consul, British, etc.
- Vice President (same as President)
- Victoria Cross (see decorations)
- Victory:
  - bond (see bond)
  - ship
  - *but* victory garden, speaker, etc.
- Voice of America; the Voice
- volume 2, A, II, etc.; *but* Volume 2, when part of title: Volume 2:[15] Five Rivers in America's Future
- Volunteer Naval Reserve (see Reserve)

- WAC (see Corps)
- War, if part of name:
  - Between the States
  - Civil
  - First World War; World War I; World War; Great War; Second World War; World War II
  - French and Indian (1754–63)
  - Mexican
  - of the Nations
  - of the Rebellion; the rebellion
  - of the Revolution; the Revolution
  - of 1812; *but* war of 1914
  - Philippine Insurrection
  - Revolutionary
  - Seven Years'
  - Spanish
  - Spanish-American
  - the two World Wars
  - *also* post-World War II
- war:
  - cold, hot
  - European
  - French and Indian wars
  - Indian
  - Korean
  - third world; world war III
  - with Mexico
  - with Spain

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[15] See footnote 1, p. 32.

war bond (see bond)
War College, National (see College)
War Mothers (see American)
ward 1, 2, etc.; first, 11th, etc. (see rule 11.10)
Washington's Farewell Address
water district (see District)
waterway, inland, intercoastal, etc.; *but* Intracoastal Waterway
Week, Fire Prevention; etc.
welfare state
West:
  Coast (Africa); *but* west coast (U.S.)
  End, etc. (section of city)
  Europe (political entity)
  Far West; Far Western States
  Florida (1763–1819)
  Germany (political entity)
  Middle (United States); Midwest
  South Central States, etc.
  the West (section of United States; *also* world political entity)
west, western Pennsylvania
Western:
  civilization
  countries
  Europe(an) (political entity)
  Germany (political entity)
  Hemisphere; the hemisphere
  North Central States
  Powers
  States
  Union (see alliances)
  United States
  World
  but far western; western farming States (U.S.)
Wheat Belt (see Belt)
whip, the (of political party in Congress)
Whisky Rebellion (see Rebellion)
White House:
  Blue Room
  East Room
  Police (see Police)
  Red Room
  State Dining Room
white paper, British, etc.
winter
woman marine, etc. (see Marine Corps)
Women's Army Corps (see Corps)
Women in the Air Force (WAF); a Waf, Wafs (individuals)
Women's Reserve of the Coast Guard Reserve; Women's Reserve; the Reserve; SPAR, popular name, made up of initial letters of motto *semper paratus—always ready*; a Spar
Women's Reserve of the Naval Reserve; Women's Reserve; the Reserve; WAVES (women accepted for volunteer emergency service); a Wave
Wood, if part of name:
  Belleau Wood
  House of the Woods (palace)
World, New, Old
World War (see War)
World War II veteran
world's series

X-ray

Year, International Geophysical; the Geophysical Year; the Year
Young Men's Christian Association (see Association)
Your Excellency; Your Honor; Your Majesty; etc.

Zone, if part of name; the zone:
  Bizonia; bizonal
  British (in Germany)
  Canal (Panama)
  Canal Zone Government
  Eastern, Western (Germany)
  Frigid
  New York Foreign Trade; Foreign Trade Zone No. 1; *but* the foreign trade zone
  of Interior (see Command)
  Temperate, Torrid; the zone
  Trizonia; trizonal
  but Arctic, eastern standard time, polar, tropical zone, etc.
Zoological Park (National); the zoo; the park

NOTES

5. SPELLING

(See also Compound Words; Abbreviations)

5.1. To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this manual. The guide is Webster's New International Dictionary, which, in successive editions, has been the accepted authority for Government printing for more than 90 years. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

Preferred and difficult spellings

5.2. In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also Word Division, a supplement to the STYLE MANUAL; for brief description, see p. 2.)

- abattoir
- aberration
- abetter
  - abettor (law)
- abridgment
- absorb (take in)
  - adsorb (adhesion)
- abysmal
- a cappella
- accede (yield)
  - exceed (surpass)
- accepter
  - acceptor (law)
- accessory
- accommodate
- accordion
- accouter
- accursed
- acetic (acid)
  - ascetic (austere)
- acknowledgment
- acoustic
- adapter
- adjurer
- adjuster
- ad nauseam
- adviser
- adz
- aegis
- affect (influence)
  - effect (result)
- afterward
- aging
- aid (n., v.)
  - aide (military)
- aide-de-camp
- airplane
- albumen (egg)
  - albumin (chemistry)
- aline
- allottee
- all ready (prepared)
  - already (previous)
- all right
- altogether (completely)
  - all together (collectively)
- aluminum
- ambidextrous
- ameba
- ampoule
- analog
- analogous
- anemia
- anesthetic
- aneurysm
- anomalous
- anonymous
- antediluvian
- antibiotics (n.)
  - antibiotic (adj.)
- anyway (adv.)
- anywise (adv.)
- appall, -ed, -ing
- appareled, -ing
- aquatic
- aqueduct
- archeology
- arrester
- artifact
- artisan
- asafetida
- ascendance, -ant
- ascent (rise)
  - assent (consent)
- assassinate
- atheneum
- attester
- autogiro
- awhile (for some time)
  - a while (a short time)
- ax
- aye

- backward
- baloney (buncombe)
  - bologna (sausage)
- bandanna
- bargainer
  - bargainor (law)
- baritone
- bark (boat)
- barreled, -ing
- bastille
- battalion
- bazaar
- behoove
- beneficent
- benefited
- bettor (wagerer)
- beveled, -ing
- biased, -ing
- bimetallism
- blessed
- bloc (group)
- blond (masc., fem.)
- bluing
- bombazine
- born (birth)
  - borne (carried)
- bouillon (soup)
  - bullion (metal)
- boulder
- bourgeoisie
- breach (gap)
  - breech (lower part)
- brier
- briquet, -ted, -ting
- Britannia
- broadax
- bronco
- brunet (masc., fem.)
- buccaneer
- buncombe
- bunion
- bur
- burned
- bus, buses
- butadiene

- caffeine
- calcareous
- calcimine
- caldron
- calender (paper finish)
- caliber
- caliper
- calk
- calligraphy
- callus (n.)
  - callous (adj.)
- calorie
- canceled, -ing
- canceler
- cancellation
- candor
- canister
- cannot
- cantaloup

canvas (cloth)
  canvass (solicit)
canyon
capital (city)
  capitol (building)
carabao (sing., pl.)
carat (weight)
  caret (omission mark)
carbureted, -ing
carburetor
Caribbean
caroled, -ing
carotene
cartilage
caster (roller)
  castor (oil)
casual (unimportant)
  causal (cause)
catalog, -ed, -ing
cataloger
catsup
caviar
caviled, -ing
caviler
cecum
center
centipede
cesarean
chairmaned
chaise longue
chancellor
channeled, -ing
chaperon
chautauqua
chauvinism
check
chiffonier
chili (pepper)
  chile con carne
chiseled, -ing
chlorophyll
cigarette
citable
clamor
clew (nautical)
  clue (other meanings)
climactic (climax)
  climatic (climate)
cocaine
coconut
cocoon
coleslaw
colloquy
colossal
combated, -ing
commingle
commiserate
complement (complete)
  compliment (praise)
confectionery
confidant (masc., fem.)
confirmer
  confirmor (law)
conjurer
connecter
connoisseur
consecrator
consensus
consignor
consulter
consummate
contradicter
converter
conveyor
cooky
coolie
cornetist
corollary
corvette
councilor (of council)
  counselor (adviser)
counseled, -ing
cozy
crawfish
creneled, -ing
crystaled, -ing
crystalline
crystallize
cudgeled, -ing
cyclopedia

debarkation
decalog
defense
demagog
demarcation
dependent
descendant (n., adj.)
desecrater
desiccate
desuetude
detractor
develop, -ment
device (contrivance)
  devise (convey)
dextrous
diagramed, -ing
diagrammatic
dialed, -ing
dialog
diaphragm
diarrhea
dickey
dieresis
dieretic
dietitian
diffuser
dike
dilettante
dinghy (boat)
diphtheria
discreet (prudent)
  discrete (distinct)
disheveled, -ing
disk
dispatch
dissension
distention
distill, -ed, -ing, -ment
distributor
diverter
divorcee
doctoral
doctrinaire
doggerel
dossier
doweled, -ing
downward
draft
dreadnought
dreamed
drought
dueled, -ing
duffelbag
dullness
dumfound
dwelt
dyeing (coloring)
  dying (death)

eastward
ecstasy
edema
edgewise
electronics (n.)
  electronic (adj.)
eleemosynary
elicit (to draw)
  illicit (illegal)
embarrass
embed
emboweled, -ing
emboweler
emigrant (go from)
  immigrant (go into)
emigree
employee
enameled, -ing
encage
encase
encave
enclasp
enclose
enclosure
encumber
encumbrance
encyclopedia
endorse, -ment
endwise
enfeeble
enforce, -ment
engraft
enroll, -ed, -ing, -ment
enshade
ensheathe
ensnare
enthrall
entrench
entrepreneur
entrust
entwine
envelop (v.)
  envelope (n.)
enwrap
eon
epaulet, -ed, -ing
epiglottis
epilog
equaled, -ing
erysipelas
escaloped, -ing
escapable
esophagus
esthetic
etiology
evacuee
evanescent
exhibitor
exhilarate
exonerate
exorbitant
expellent
exposé (exposure) (n.)
  expose (to lay open) (v.)
exsiccate
extant (in existence)
  extent (range)
extoll, -ed, -ing
eying
eyrie

falderal
fantasy
farther (distance)
  further (not distance)
favor
fecal
feces
fetal
fetish
fetus
fiber
filigree
finable
finagle
fiord[1]
flammable (*not* inflammable)
flection
fledgling
flier
flotage
flotation
fluorescent
focused, -ing
forbade

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[1] As common noun; as part of name, follow decisions of U.S. Board on Geographic Names.

forbear (endurance, etc.)
  forebear (ancestor)
foresee
forgettable
forgo (relinquish)
  forego (precede)
forswear
fortissimo
fricassee
fuchsia
fueler
fulfill, -ed, -ing, -ment
fulsome
fungus (n., adj.)
funneled, -ing
furor
fuse (all meanings)
  fuze (follow copy in military printing)
fuselage
fusillade

gage
gaiety
gaily
galosh
gamboled, -ing
garrote
gasoline
gazetteer
gelatin
generalissimo
germane
glamorous
glamour
glycerin
gobbledygook
goodby
gram
graveled, -ing
gray
grievous
groveled, -ing
gruesome
guarantee (n., v.)
  guaranty (law)
guerrilla (predatory)
  gorilla (ape)
guttural
gypsy

hallelujah
Halloween
hara-kiri
harass
harebrained
harken
healthful (producing health)
  healthy (with health)
heinous
hemoglobin
hemorrhage
heterogeneous
hiccup
highfalutin
hijack
Hindu
homeopath
homeward
homogeneity
homolog
hypocrisy
hypotenuse

idiosyncrasy
idyl
impaneled, -ing
impasse
imperiled, -ing
impostor
impresario
imprimatur
indict (to accuse)
  indite (to compose)
inequity (unfairness)
  iniquity (sin)
inferable
infold
ingenious (skillful)
  ingenuous (simple)
innocuous
innuendo
inoculate
inquire
inquiry
install, -ed, -ing, -ment
installation
instill, -ed, -ing
insure
intelligentsia
interceptor
interment (burial)
  internment (detention)
intern
intervener
  intervenor (law)
intransigent (n., adj.)
inward
iridescent
isosceles
italic

jalopy
jeweled, -ing, -er
judgment
jujitsu

kerneled, -ing
kerosene
kidnaped, -ing
kidnaper
kilogram
kopek

labeled, -ing
lacquer
lacrimal
landward
lath (wood)
  lathe (machine)
laureled
leitmotiv
lengthwise
leukemia
leveled, -ing
leveler
liaison
libelant
libeled, -ing
libelee
libeler
license
licorice
likable
lilliputian
linage (lines)
  lineage (descent)
liquefy
liquor
  liqueur
liter
livable
loath (reluctant)
  loathe (detest)
lodestar
lodestone
lodgment
logistics (n.)
  logistic (adj.)
louver
luster

madam
maize (corn)
  maze (labyrinth)
maneuver
manifold
manikin
mantel (shelf)
  mantle (cloak)
manywise (adv.)
marbleize
margarin (chemistry)
  margarine (butter substitute)
marihuana
marshaled, -ing
marshaler
marveled, -ing
marvelous
meager
medaled, -ing
medalist
medieval
metaled, -ing
metalize
meteorology (weather)
  metrology (weights and measures)
meter
mil (1/1000 inch)
  mill (1/1000 dollar)
mileage
miliary (tuberculosis)
milieu
milk cow
millenary (1,000)
  millinery (hats)
millennium
minable
misspell
miter
moccasin
modeled, -ing
modeler
mold
molt
moneys
monogramed, -ing
monolog
mortise
Moslem
movable
mucilage
mucus (n.)
  mucous (adj.)
mustache

naphtha
Navaho (*but* follow copy in congressional printing)
nazism
niacin
nickel
niter
nonplused
northward
numskull

obbligato
obloquy
ocher
octet
offal
offense
omelet
oneself
onward
ophthalmology
opossum
orangutan
orbited, -ing
ordinance (law)
  ordnance (military)
organdie
orthopedia
overseas (adv.)
  oversea (adj.)

pajamas
paleontology
paneled, -ing
paraffin
paralleled, -ing
parallelepiped

- parceled, -ing
- partisan
- pastime
- patrol, -led, -ling
- peccadillo
- peddler
- penciled, -ing
- pendant (n.)
  - pendent (u. m.)
- percent
- peremptory (decisive)
  - preemptory (preference)
- perennial
- periled, -ing
- permittee
- perquisite (privilege)
  - prerequisite (requirement)
- personal (individual)
  - personnel (staff)
- perspective (view)
  - prospective (expected)
- petaled, -ing
- Pharaoh
- pharmacopoeia
- phenix
- phlegm
- phony
- phosphorus (n.)
  - phosphorous (adj.)
- photostated
- pickax
- picnicking
- pipet
- plaque
- plastics (n.)
  - plastic (adj.)
- pledger
  - pledgor (law)
- plenitude
- plow
- poleax
- pollination
- pommeled, -ing
- ponton (military)
  - pontoon
- practice (n., v.)
- precedence (priority)
  - precedents (usage)
- pretense
- preventive
- principal (chief)
  - principle (proposition)
- privilege
- proffer
- programed, -er, -ing
- programmatic
- prolog
- promissory
- pronunciation
- propel, -led, -ling
- propellant (n.)
  - propellent (adj.)
- prophecy (n.)
  - prophesy (v.)
- ptomaine
- pubic (anatomy)
- pulmotor
- pusillanimous
- pygmy

- quarreled, -ing
- quartet
- quaternary
- questionnaire
- queue

- raccoon
- racket (all meanings)
- rapprochement
- rarefy
- rarity
- ratable
- rattan
- raveled, -ing
- reconnaissance
- reconnoiter
- referable
- registrar
- reinforce (all meanings)
- relater
  - relator (law)
- remodeler
- renaissance
- reparable
- repellant (n.)
  - repellent (adj.)
- rescission
- responder (electronics)
- responser (electronics)
- reveled, er, -ing
- rhyme, rhythmic
- rivaled, -ing
- roweled, -ing
- ruble

- saccharin (n.)
  - saccharine (adj.)
- sacrilegious
- salable
- sandaled, -ing
- satellite
- satinet
- savable
- savanna
- savior
  - Saviour (Christ)
- scalloped, -ing
- schizophrenia
- scion (horticulture)
- scurrilous
- seismology
- selvage (edging)
  - salvage (save)
- sentineled, -ing
- separate
- sepulcher
- seriatim
- settler
  - settlor (law)
- sewage (waste)
  - sewerage (drain system)
- sextet
- Shakespearean
- shellacking
- shoveled, -ing
- shriveled, -ing
- sideward
- signaled, -ing
- siphon
- sirup
- sizable
- skeptic
- skillful
- skulduggery
- smolder
- sniveled, -ing
- snorkel
- soliloquy
- sometime (formerly)
  - some time (some time ago)
  - sometimes (at times)
- southward
- spacious (space)
  - specious (plausible)
- specter
- spelled
- spirituous (liquor) (*not* spiritous)
- spirochete
- spoliation
- stanch
- stationary (fixed)
  - stationery (paper)
- statue (sculpture)
  - stature (height)
  - statute (law)
- stenciled, -ing
- stenciler
- stifling
- stratagem
- stubbornness
- stupefy
- subpena, -ed
- subtlety
- succor
- sulfur (also derivatives)
  - sulfanilamide
  - sulfureted, -ing
- supererogation
- surreptitious
- surveillance
- swiveled, -ing
- sylvan
- synonymous

- taboo
- tactician
- tasseled, -ing
- tattoo
- taxied, -ing
- technique
- teetotaler
- tercentenary
- theater
- therefor (for it)
  - therefore (for that reason)
- thiamine
- thralldom
- thrash
  - thresh (grain)
- threshold
- tie, tied, tying
- timber (wood)
  - timbre (tone)
- tinseled, -ing
- titer
- tonsillitis
- tormenter
- totaled, -ing
- toward
- toweled, -ing
- toxemia
- trafficking
- trammeled, -ing
- tranquilize(r)
- tranquillity
- transcendent
- transferable
- transferor
- transferred
- transonic
- transponder (electronics)
- transshipment
- traveled, -ing
- traveler
- travelog
- triptych
- trolley
- troop (soldiers)
  - troupe (actors)
- troweled, -ing
- tryptophan
- tularemia
- tunneled, -ing
- tunneler
- turquoise
- typify
- tyrannical
- tyro

- unctuous
- unwieldy
- upward
- uremia

- vacillate
- valance (drape)
  - valence (chemistry)

veld
veranda
vermilion
vicissitude
victualed, -ing
victualer
vilify
villain
visa, -ed, -ing
vitamin
vitrify
votable
vying
wainscoting
weeviled, -ing
welder
westward
whimsey
whisky, -ies
willful
withe
woeful
woolen
woolly
worshiped, -er, -ing

Anglicized and foreign words

5.3. Diacritical marks are not used with completely anglicized words.

abaca
aide memoire
a la carte
a la king
alamode
angstrom
aperitif
applique
apropos
auto-da-fe
blase
boutonniere
brassiere
cabana
cafe
cafeteria
caique
canape
cause celebre
chateau
cliche
cloisonne
comedienne
communique
confrere
consomme
cortege
coulee
coup de grace
coup d'etat
coupe
creme
crepe
crepe de chine
debacle
debris
debut
debutante
decollete
dejeuner
denouement
depot
dos-a-dos
eclair
eclat
ecru
elan
elite
entree
etude
facade
faience
fete
fiance (masc., fem.)
frappe
garcon
glace
grille
gruyere
habitue
ingenue
jardiniere
litterateur
materiel
matinee
melange
melee
menage
mesalliance
metier
moire
naive
naivete
nee
opera bouffe
opera comique
papier mache
piece de resistance
pleiade
porte cochere
porte lumiere
portiere
pousse cafe
premiere
protege (masc., fem.)
puree
rale
recherche
regime
risque (masc., fem.)
role
rotisserie
roue
saute
seance
senor
smorgasbord
soiree
souffle
suede
table d'hote
tete-a-tete
tragedienne
vicuna
vis-a-vis

5.4. Foreign words carry the diacritical marks as an essential part of their spelling.

à l'américaine
attaché
béton
blessé
calèche
cañada
cañon
chargé
chargé d'affaires
congé
crédit foncier
crédit mobilier
curé
doña
entrepôt
exposé
longéron
mañana
maté
mère
nacré
outré
passé (masc., fem.)
pâté
père
piña
précis
raisonné
résumé
touché

Plural forms

5.5. Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list.

albinos
armadillos
avocados
banjos
cantos
cascos
centos
didos
duodecimos
dynamos
escudos
Eskimos
falsettos
gauchos
gringos
halos
inamoratos
indigos
juntos
kimonos
lassos
magnetos
mementos
merinos
mestizos
octavos
octodecimos
pianos
piccolos
pomelos
provisos
quartos
salvos
sextodecimos
sextos
siroccos
solos
tangelos
tobaccos
twos
tyros
virtuosos
zeros

5.6. In forming the plurals of compound terms, the significant word takes the plural form.

- Significant word first:
  - adjutants general
  - aides-de-camp
  - ambassadors at large
  - attorneys at law
  - attorneys general
  - billets-doux
  - bills of fare
  - brothers-in-law
  - chargés d'affaires
  - commanders in chief
  - comptrollers general
  - consuls general
  - courts-martial
  - crepes suzette
  - daughters-in-law
  - governors general
  - grants-in-aid
  - heirs at law
  - inspectors general
  - men-of-war
  - ministers-designate
  - mothers-in-law
  - notaries public
  - postmasters general
  - presidents-elect
  - prisoners of war
  - rights-of-way
  - secretaries general
  - sergeants at arms
  - sergeants major
  - surgeons general
- Significant word in middle:
  - assistant attorneys general
  - assistant chiefs of staff
  - assistant comptrollers general
  - assistant surgeons general
  - deputy chiefs of staff
- Significant word last:
  - assistant attorneys
- Significant word last—Continued
  - assistant commissioners
  - assistant corporation counsels
  - assistant directors
  - assistant general counsels
  - assistant secretaries
  - brigadier generals
  - deputy judges
  - deputy sheriffs
  - general counsels
  - judge advocates
  - judge advocate generals
  - lieutenant colonels
  - major generals
  - provost marshals
  - provost marshal generals
  - quartermaster generals
  - trade unions
  - under secretaries
  - vice chairmen
  - vice presidents
- Both words of equal significance:
  - Bulletins Nos. 27 and 28; *but* Bulletin No. 27 or 28
  - coats of arms
  - masters at arms
  - men buyers
  - men cooks
  - men employees
  - secretaries-treasurers
  - women aviators
  - women students
  - women writers
- No word significant in itself:
  - forget-me-nots
  - hand-me-downs
  - jack-in-the-pulpits
  - man-of-the-earths
  - pick-me-ups
  - will-o'-the-wisps

5.7. When a noun is hyphened with an adverb or preposition, the plural is formed on the noun.

comings-in
fillers-in
goings-on
hangers-on
listeners-in
lookers-on
makers-up
passers-by

5.8. When neither word is a noun, the plural is formed on the last word.

also-rans
come-ons
go-betweens
higher-ups
run-ins
tie-ins

5.9. Nouns ending with *ful* form the plural by adding *s* at the end; if it is necessary to express the idea that more than one container was filled, the two elements of the solid compound are printed as separate words and the plural is formed by adding *s* to the noun.

5 bucketfuls of the mixture (1 bucket filled 5 times)
5 buckets full of earth (separate buckets)
3 cupfuls of flour (1 cup filled 3 times)
3 cups full of coffee (separate cups)

5.10. The following list comprises other words the plurals of which may cause difficulty.

addendum, addenda
adieu, adieus
agendum, agenda
alga, algae
alumnus, alumni (masc.); alumna, alumnae (fem.)
antenna, antennas (antennae, zoology)
appendix, appendixes
aquarium, aquariums
automaton, automatons
axis, axes
bandeau, bandeaux
basis, bases
beau, beaus
cactus, cactuses
calix, calices
chassis (singular and plural)
cherub, cherubs
cicatrix, cicatrices
Co., Cos.
coccus, cocci
crisis, crises
criterion, criteria
curriculum, curriculums
datum, data
desideratum, desiderata
dilettante, dilettanti
dogma, dogmas
ellipsis, ellipses
equilibrium, equilibriums (equilibria, scientific)
erratum, errata
executrix, executrices
flambeau, flambeaus
focus, focuses
folium, folia
formula, formulas
fungus, fungi
genius, geniuses
genus, genera
gladiolus (singular and plural)
helix, helices
hypothesis, hypotheses
index, indexes (indices, scientific)
insigne, insignia
Kansas Citys
lacuna, lacunae
larva, larvae
larynx, larynxes
lens, lenses
lira, lire
locus, loci
madam, mesdames
Marys
matrix, matrices
maximum, maximums
medium, mediums *or* media
memorandum, memorandums
minimum, minimums
minutia, minutiae
monsieur, messieurs
nucleus, nuclei
oasis, oases
octopus, octopuses
opus, opera
parenthesis, parentheses
phenomenon, phenomena
phylum, phyla
plateau, plateaus
podium, podiums
procès-verbal, procès-verbaux
radius, radii
radix, radixes
referendum, referendums
sanatorium, sanatoriums
sanitarium, sanitariums
septum, septa
sequela, sequelae
seraph, seraphs
seta, setae
ski, skis
stadium, stadiums
stimulus, stimuli
stratum, strata
stylus, styluses
syllabus, syllabuses
symposium, symposia
synopsis, synopses
tableau, tableaus
taxi, taxis
terminus, termini
testatrix, testatrices
thesaurus, thesauri
thesis, theses
thorax, thoraxes
vertebra, vertebras (vertebrae, zoology)
virtuoso, virtuosos
vortex, vortexes

Endings "ible" and "able"

5.11. The following words end in *ible;* other words in this class end in *able.* Words with both endings indicated differ in meaning.

abhorrible
accendible
accessible
addible
adducible
admissible
affectible
appetible
apprehensible
audible
avertible
bipartible
circumscriptible
coctible
coercible
cognoscible
cohesible
collapsible
collectible
combustible
comestible
committible
commonsensible
compactible
compatible
compossible
comprehensible
compressible
conducible
conductible
confluxible
congestible

connectible
contemptible
contractible
controvertible
conversible
(conversable)
convertible
convincible
corrigible
corrodible
corrosible
corruptible
credible
crucible
cullible
decoctible
deducible
deductible
defeasible
defectible
defensible
delible
deprehensible
depressible
descendible
destructible
diffrangible
diffusible
digestible
dimensible
discernible
discerpible
discerptible
discussible
dispersible
dissectible
distensible
distractible
divertible
divestible
divisible
docible
edible
educible
effectible
effervescible
eligible
eludible
enforcible
erodible
evasible
eversible
evincible
exemptible
exhaustible
exigible
expandible
expansible
explosible
expressible

extendible
extensible
fallible
feasible
fencible
flexible
fluxible
forcible
frangible
fungible
fusible
gullible
horrible
ignitible
illegible
immersible
immiscible
impartible
impassible
(impassable)
impatible
impedible
imperceptible
impermissible
imperscriptible
impersuasible
implausible
impossible
imprescriptible
impressible
imputrescible
inaccessible
inadmissible
inapprehensible
inaudible
incircumscriptible
includible
incoercible
incognoscible
incombustible
incommiscible
incompatible
incomprehensible
incompressible
inconcussible
incontrovertible
inconvertible
inconvincible
incorrigible
incorrodible
incorruptible
incredible
indefeasible
indefectible
indefensible
indelible
indeprehensible
indestructible
indigestible
indiscernible
indivertible

indivisible
indocible
inducible
ineffervescible
ineligible
ineludible
inevasible
inexhaustible
inexpansible
inexpressible
infallible
infeasible
inferrible
(inferable)
inflexible
infractible
infrangible
infusible
innascible
inscriptible
insensible
instructible
insubmergible
insuppressible
insusceptible
intactible
intangible
intelligible
interconvertible
interruptible
intervisible
invendible
inventible
invertible
invincible
invisible
irascible
irreducible
irrefrangible
irremissible
irreprehensible
irrepressible
irresistible
irresponsible
irreversible
legible
mandible
marcescible
miscible
negligible
nexible
omissible
ostensible
partible
passible
(passable)
perceptible
perfectible
permissible
persuasible
pervertible

plausible
possible
prehensible
prescriptible
producible
productible
protrusible
putrescible
receptible
redemptible
redressible
reducible
reflectible
reflexible
refrangible
remissible
renascible
rendible
reprehensible
repressible
reproducible
resistible
responsible
reversible
revertible
risible
runcible
sconcible
seducible
sensible
sponsible
suasible
subdivisible
submergible
submersible
subvertible
suggestible
supersensible
suppressible
susceptible
suspensible
tangible
tensible
terrible
thurible
traducible
transfusible
transmissible
transvertible
tripartible
unadmissible
uncorruptible
unexhaustible
unexpressible
unintelligible
unresponsible
unsusceptible
vendible
vincible
visible
vitrescible

Endings "ise," "ize," and "yze"

5.12. A large number of words have the termination *ise*, *ize*, or *yze*. The letter *l* is followed by *yze* if the word expresses an idea of loosening or separating, as *analyze;* all other words of this class, except those ending with the suffix *wise* and those in the following list, end in *ize*.

advertise
advise
affranchise
apprise (to inform)
  apprize (to appraise)
arise
chastise
circumcise
comprise
compromise
demise
despise
devise
disenfranchise
disfranchise
disguise
emprise
enfranchise
enterprise
excise
exercise
exorcise
franchise
improvise
incise
merchandise
misadvise
mortise
premise
prise (to force)
  prize (to value)
reprise
revise
rise
supervise
surmise
surprise
televise

Endings "cede," "ceed," and "sede"

5.13. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

Doubled consonants

5.14. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, bagging
get, getting
red, reddish
rob, robbing
corral, corralled
transfer, transferred
but total, totaled
travel, traveled

5.15. If the accent in a derivative falls upon an earlier syllable than it does in the primitive, the consonant is not doubled.

refer, reference
prefer, preference
infer, inference

Indefinite articles

5.16. The indefinite article *a* is used before a consonant and an aspirated *h; an* is used before silent *h* and all vowels except *u* pronounced as in *usual* and *o* pronounced as in *one.*

a historical review
a hotel
a human being
a humble man
a union
an herbseller
an hour
an honor
an onion
an oyster

5.17. When a group of initials begins with *b, c, d, g, j, k, p, q, t, u, v, w, y,* or *z,* each having a consonant sound, the indefinite article *a* is used.

a BLS compilation
a CIO finding
a GAO limitation
a PHS project

5.18. When a group of initials begins with *a, e, f, h, i, l, m, n, o, r, s,* or *x,* each having a vowel sound, the indefinite article *an* is used.

an AEC report
an FCC (ef) ruling
an NSC (en) proclamation
an RFC (ahr) loan

5.19. Use of the indefinite article *a* or *an* before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

an 11-year-old
a onetime winner
a III (three) group
an VIII (eight) classification
a IV–F (four) category
a 4–H Club

Possessives and apostrophes

5.20. The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s;* the possessive case of a singular or plural noun ending in *s* or with an *s* sound is formed by adding an apostrophe only.

man's, men's
prince's, princes'
Essex's, Essexes'
Co.'s, Cos.'
hostess', hostesses'
princess', princesses'
Jones', Joneses'
Jesus'
Mars'
Dumas'
Schmitz'

5.21. In compound nouns, the *'s* is added to the element nearest the object possessed.

comptroller general's decision
attorneys general's appointments
Mr. Brown of New York's motion
attorney at law's fee
John White, Jr.'s (no comma) account

5.22. Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

soldiers and sailors' home
Brown & Nelson's store
men's, women's, and children's clothing
St. Michael's Men's Club
editor's or proofreader's opinion
Roosevelt's or Truman's administration
Mrs. Smith's and Mrs. Allen's children
the Army's and the Navy's work
master's and doctor's degrees

5.23. In the use of an apostrophe in geographic names, firm names, the names of organizations and institutions, and the titles of books, the authentic form is to be followed.

Harpers Ferry; Hells Canyon
Masters, Mates & Pilots' Association
Dentists' Supply Co. of New York
International Ladies' Garment Workers' Union
Court of St. James's
St. Peter's Church
St. Elizabeths Hospital
Johns Hopkins University
Hinds' Precedents

5.24. The apostrophe should not be used after names of countries and other organized bodies ending in *s*, or after words more descriptive than possessive (not indicating personal possession), except when plural does not end in *s*.

United States control
United Nations meeting
Southern States industries
Massachusetts laws
Bureau of Ships report
Actors Equity Association
House of Representatives session
Teamsters Union
editors handbook
sirup producers manual
technicians guide
teachers college
merchants exchange
children's hospital
Young Men's Christian Association
but Veterans' Administration (in conformity with enabling statute)

5.25. Possessive pronouns do not take an apostrophe.

its
theirs

5.26. Possessive indefinite or impersonal pronouns require an apostrophe.

each other's books
one's home
someone's pen
but somebody else's proposal

5.27. The singular possessive case is used in such general terms as the following:

author's alterations
confectioner's sugar
cow's milk
distiller's grain
fuller's earth
miner's inch
printer's ink
traveler's checks
writer's cramp

5.28. An apostrophe is used to indicate contractions, the omission of figures or letters (see also "Courtwork," rule 18.9, p. 225), and the coined plurals of letters, figures, and symbols.

don't
I've
ne'er
it's (it is)
class of '92
spirit of '76
the 1920's *or* the twenties; *not* the '20's *nor* 20's
4–H'ers
49'ers
TV'ers
B.t.u.'s
OK's
YMCA's
A B C's
three R's
a's; ¶'s; 7's
T's, Y's
2 by 4's (lumber)
but 10s (yarn and thread)
4½s (bonds)
3s (golf)

5.29. The apostrophe is omitted in abbreviations, and also in shortened forms of certain other words.

Danl., *not* Dan'l
Sgt., *not* Sg't
phone
coon
possum
Frisco
Halloween
copter

5.30. The plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe is formed by adding *s* or *es;* but *'s* is added to indicate the plural of words used as words if the omission of the apostrophe would cause difficulty in reading.

twos
threes
sevens
ands, ifs, and buts
ins and outs
ups and downs
whereases and wherefores
yeses and noes
but do's and don'ts
which's and that's

5.31. The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)
2 hours' travel time
a stone's throw
2 weeks' pay
5 or 10 billion dollars' worth
for charity's sake
for pity's sake

5.32. The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)
quartermaster stores
State prison
State rights

5.33. For euphony, nouns ending in *s* or *ce* and followed by a word beginning with *s* form the possessive by adding an apostrophe only.

for goodness' sake
Mr. Hughes' service
for old times' sake
for acquaintance' sake
for conscience' sake

5.34. A possessive noun used in an adjective sense requires the addition of *'s*.

He is a friend of John's
Stern's is running a sale

5.35. A noun preceding a gerund should be in the possessive case.

in the event of Mary's leaving
the ship's hovering nearby

Geographic names

5.36. The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names. In the absence of such a decision, the U.S. Directory of Post Offices is to be used for names in the United States and its possessions, and the Columbia Lippincott Gazetteer of the World is to be followed in the spelling of foreign names.

5.37. If the decisions or the rules of the Board permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be uniform throughout each job.

Nationalities, etc.

5.38. The table on page 243 shows forms to be used for nouns and adjectives denoting nationality.

5.39. In designating the natives of the several States, the following forms will be used.

Alabamian
Alaskan
Arizonan
Arkansan
Californian
Coloradan
Connecticuter
Delawarean
Floridian
Georgian
Hawaiian
Idahoan
Illinoisan
Indianian
Iowan
Kansan
Kentuckian
Louisianian
Mainer
Marylander
Massachusettsan
Michiganite
Minnesotan
Mississippian
Missourian
Montanan
Nebraskan
Nevadan
New Hampshirite
New Jerseyite
New Mexican
New Yorker
North Carolinian
North Dakotan
Ohioan
Oklahoman
Oregonian
Pennsylvanian
Rhode Islander
South Carolinian
South Dakotan
Tennessean
Texan
Utahan
Vermonter
Virginian
Washingtonian
West Virginian
Wisconsinite
Wyomingite

5.40. Observe the following forms:

Guamanian
Puerto Rican
Part-Hawaiian (applies to Hawaii only)
but part-Japanese

Indian words

5.41. In Indian words, including tribal and other proper names, copy is to be followed literally as to spelling and the use of spaces, hyphens, etc.

Ligatures

5.42. Ligatures are not used in anglicized or Latin words; in other foreign words, national practice is followed.

Caesar
Leguminosae
Cædmon (Old English)
vœu (French)

Transliteration

5.43. In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally. (Countries that do not use a Latin alphabet officially are marked with an asterisk in the table on p. 243.)

NOTES

6. COMPOUND WORDS

(See also Guide to Compounding; Word Division (supplement to Style Manual), description on p. 2)

6.1. A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words, and thus facilitates understanding, aids readability, and insures correct pronunciation.

6.2. In applying the following rules and in using the Guide to Compounding, the living fluidity of our language should be kept in mind. Word forms constantly undergo modification. Two-word forms first acquire the hyphen, later are printed as one word, and not infrequently the transition is from the two- to the one-word form, bypassing the hyphen stage.

6.3. The rules as laid down cannot be applied inflexibly. Exceptions must necessarily be allowed, so that general good form will not be offended. However, current language trends point definitely to closing up words which, through frequent use, have become associated in the reader's mind as units of thought. The tendency to amalgamate words, particularly two short words, assures easier continuity, and is a natural progression from the older and less flexible treatment of words.

General rules

6.4. In general, omit the hyphen when words appear in regular order and the omission causes no ambiguity in sense or sound. (See also rule 6.15.1, p. 71.)

banking hours
blood pressure
book value
census taker
day laborer
eye opener
fellow citizen
living costs
palm oil
patent right
real estate
rock candy
training ship
violin teacher

6.5. Compound two or more words to express a literal or nonliteral (figurative) unit idea that would not be as clearly expressed in unconnected succession.

afterglow
bookkeeping
cupboard
forget-me-not
gentleman
newsprint
right-of-way
whitewash

6.6. Unless otherwise indicated, a derivative of a compound retains the solid or hyphened form of the original compound.

coldbloodedness
footnoting
ill-advisedly
outlawry
praiseworthiness
railroader
X-rayer
Y-shaped

6.7. Except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*, which are generally printed solid, a hyphen is used to avoid doubling a vowel or tripling a consonant. (See also rules 6.28, 6.31, p. 73.)

cooperation
deemphasis
preexisting
anti-inflation
micro-organism
semi-independent
brass-smith
Inverness-shire
thimble-eye
ultra-atomic
shell-like
hull-less

Solid compounds

6.8. Print solid two nouns that form a third when the compound has only one primary accent, especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

airship
bathroom
bookseller
cupboard
dressmaker
fishmonger
footnote
locksmith
workman

6.9. Print solid a noun consisting of a short verb and an adverb as its second element, except when the use of the solid form would interfere with comprehension.

blowout
breakdown
flareback
giveaway
hangover
holdup
makeready
markoff
pickup
runoff
setup
showdown
throwaway
but cut-in
run-in
tie-in

6.10. Compounds beginning with the following nouns are usually printed solid.

book
eye
horse
house
mill
play
school
shop
snow
way
wood
work

6.11. Compounds ending in the following are usually printed solid, especially when the prefixed word consists of one syllable. (See also rules 8.5, p. 127; 8.7, p. 131.)

berry
blossom
boat
book
borne
bound
brained
bush
fish
flower
grower
hearted
holder
house
keeper
keeping
light
like
maker
making
man
master
mate
mill
mistress
monger
piece
power
proof
room
shop
smith
stone
store
tail
tight
time (not clock)
ward
weed
wide
wise
woman
wood
work
worker
working
worm
wort
writer
writing
yard

6.12. Print solid *any, every, no,* and *some* when combined with *body, thing,* and *where;* when *one* is the second element, print as two words if meaning a single or particular person or thing; to avoid mispronunciation, print *no one* as two words at all times.

anybody
anything
anywhere
anyone
everybody
everything
everywhere
everyone
nobody
nothing
nowhere
no one
somebody
something
somewhere
someone

but any one of us may stay; every one of the pilots is responsible.

6.13. Print as one word compound personal pronouns.

herself
himself
itself
myself
oneself
ourselves
themselves
thyself
yourself
yourselves

6.14. Print as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast
southwest
north-northeast
south-southwest

nit modifiers

(See also rule 9.57, p. 138.)

6.15. Print a hyphen between words, or abbreviations and words, mbined to form a unit modifier immediately preceding the word odified, except as indicated in rule 6.15.1 and elsewhere throughout is chapter. This applies particularly to combinations in which e element is a present or past participle.

Baltimore-Washington road
collective-bargaining talks
contested-election case
drought-stricken area
English-speaking nation
fire-tested material
Federal-State-local cooperation
German-English descent
guided-missile program
hard-of-hearing class
high-speed line
large-scale project
law-abiding citizen
long-term loan
long-term-payment loan
lump-sum payment
most-favored-nation clause
multiple-purpose uses
no-par-value stock
part-time personnel
rust-resistant covering
service-connected disability
1-inch diameter; 2-inch-diameter pipe
10-word telegram
a 4-percent increase; *but* 4 percent [of] hydrochloric acid, 4 percent [of] interest
U.S.-owned property; U.S.-flag ship

6.15.1. Where meaning is clear and readability is not aided, it is t necessary to use a hyphen to form a temporary or made compound. estraint should be exercised in forming unnecessary combinations words used in normal sequence.

atomic energy power
bituminous coal industry
child welfare plan
civil rights case
civil service examination
durable goods industry
flood control study
free enterprise system
high school student; elementary school grade
income tax form
interstate commerce law
land bank loan
land use program
life insurance company
mutual security funds
national defense appropriation
natural gas company
per capita expenditure
portland cement plant
production credit loan
public utility plant
real estate tax
small businessman
social security pension
soil conservation measures
special delivery mail; parcel post delivery
speech correction class
but no-hyphen rule (readability aided); *not* no hyphen rule

6.16. Print without a hyphen a compound predicate adjective or edicate noun the second element of which is a present participle.

The duties were price fixing.
The effects were far reaching.
The shale was oil bearing.
The area was used for beet raising.

6.17. Print without a hyphen a compound predicate adjective the cond element of which is a past participle; also, omit the hyphen a predicate modifier of comparative or superlative degree.

The area is drought stricken.
The paper is fine grained.
The boy is freckle faced.
This material is fire tested.
The cars are higher priced.
The reporters are best informed.

.18. Print without a hyphen a two-word modifier the first element which is a comparative or superlative.

better drained soil
best liked books
higher level decision
highest priced apartment
larger sized dress
better paying job
lower income group
but uppercrust society
lowercase, uppercase type (printing)
undercoverman
upperclassman
bestseller (noun)
lighter-than-air craft
higher-than-market price

6.19. Do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in *ly*, nor use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment
heavily laden ship
unusually well preserved specimen
very well defined usage
longer than usual lunch period
very well worth reading
not too distant future
often heard phrase
but ever-normal granary
ever-rising flood
still-new car
still-lingering doubt
well-known lawyer
well-kept farm

6.20. Proper nouns used as unit modifiers, either in their basic or derived form, retain their original form; but the hyphen is printed after combining forms.

Latin American countries
North Carolina roads
South American trade
United States laws
Red Cross nurse
Winston-Salem festival
Washington-Wilkes-Barre route
Afro-American program
Anglo-Saxon period
Franco-Prussian War
but Indochina[1] border
Minneapolis-St. Paul region
North American-South American sphere
French-English descent

6.21. Do not confuse a modifier with the word it modifies.

elderly clothesman	old-clothes man
competent shoemaker	wooden-shoe maker
field canning factory	tomato-canning factory
gallant serviceman	service men and women
light blue hat	light-blue hat
average taxpayer	income-tax payer
American flagship	American-flag ship
well-trained schoolteacher	elementary school teacher

but common stockholder; small businessman

6.22. Where two or more hyphened compounds have a common basic element and this element is omitted in all but the last term, the hyphens are retained.

2- or 3-em quads, *not* 2 or 3-em quads; 2- to 3- and 4- to 5-ton trucks
2- by 4-inch boards, *but* 2 to 6 inches wide
8-, 10-, and 16-foot boards
moss- and ivy-covered walls, *not* moss and ivy-covered walls
long- and short-term money rates, *not* long and short-term money rates
but twofold or threefold, *not* two or threefold
goat, sheep, and calf skins, *not* goat, sheep, and calfskins
intrastate and intracity, *not* intra-state and -city
American owned and managed companies
preoperative and postoperative examination

6.23. Do not use a hyphen in a unit modifier consisting of a foreign phrase.

ante bellum days
bona fide transaction
ex officio member
per capita tax
per diem employee
prima facie evidence

6.24. Do not print a hyphen in a unit modifier containing a letter or a numeral as its second element.

abstract B pages
article 3 provisions
class II railroad
grade A milk
point 4 program
ward D beds

6.25. Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphened term, but quotation marks are not to be used in lieu of a hyphen. (See also rule 9.116, p. 145.)

"blue sky" law
"good neighbor" policy
"tie-in" sale
but right-to-work law

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[1] Decision of U.S. Board on Geographic Names.

6.26. Print combination color terms as separate words, but use hyphen when such color terms are unit modifiers.

bluish green
dark green
orange red
bluish-green feathers
iron-gray sink
silver-gray body

6.27. Do not use a hyphen between independent adjectives preceding a noun.

big gray cat
a fine old southern gentleman

Prefixes, suffixes, and combining forms

6.28. Print solid combining forms and prefixes, except as indicated elsewhere.

*after*birth
*Anglo*mania
*ante*date
*anti*slavery
*bi*weekly
*by*law
*circum*navigation
*cis*alpine
*co*operate
*contra*position
*counter*case
*de*energize
*demi*tasse
*ex*communicate
*extra*curricular
*fore*tell
*heroi*comic
*hyper*sensitive
*hypo*acid
*in*bound
*infra*red
*inter*view
*intra*spinal
*intro*vert
*iso*metric
*macro*analysis
*meso*thorax
*meta*genesis
*micro*phone
*mis*state
*mono*gram
*multi*color
*neo*phyte
*non*neutral
*off*set
*out*bake
*over*active
*pan*cosmic
*para*centric
*parti*coated
*peri*patetic
*plano*convex
*poly*nodal
*post*script
*pre*exist
*pro*consul
*pseudo*scholastic
*re*enact
*retro*spect
*semi*official
*step*father
*sub*secretary
*super*market
*thermo*couple
*tran*sonic
*trans*ship
*tri*color
*ultra*violet
*un*necessary
*under*flow

6.29. Print solid combining forms and suffixes, except as indicated elsewhere.

port*able*
cover*age*
oper*ate*
plebis*cite*
twenty*fold*
spoon*ful*
kilo*gram*
geo*graphy*
man*hood*
self*ish*
pump*kin*
meat*less*
out*let*
wave*like*
procure*ment*
inner*most*
partner*ship*
lone*some*
home*stead*
north*ward*
clock*wise*

6.30. Print solid words ending in *like*, but use a hyphen to avoid tripling a consonant or when the first element is a proper name.

lifelike
lilylike
bell-like
girllike
Florida-like
Truman-like

6.31. Use a hyphen or hyphens to prevent mispronunciation, to insure a definite accent on each element of the compound, or to avoid ambiguity.

anti-hog-cholera serum
co-op
mid-ice
non-civil-service position
non-tumor-bearing tissue
re-cover (cover again)
re-sorting (sort again)
re-treat (treat again)
un-ionized
un-uniformity

6.32. Use a hyphen to join duplicated prefixes.

re-redirect
sub-subcommittee
super-superlative

6.33. Print with a hyphen the prefixes *ex*, *self*, and *quasi*.

ex-governor
ex-serviceman
ex-trader
ex-vice-president
self-control
self-educated
but selfhood
selfsame
quasi-academic
quasi-argument
quasi-corporation
quasi-young

6.34. Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in caps.)

anti-Arab
pro-British
un-American
non-Government
post-World War II *or* post-Second World War

but nongovernmental
overanglicize
prezeppelin
transatlantic

Numerical compounds

6.35. Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element. (See also rule 11.23, p. 170.)

twenty-one
twenty-first
6-footer
24-inch ruler
3-week vacation
8-hour day
10-minute delay
20th-century progress

3-to-1 ratio
5-to-4 vote
.22-caliber cartridge
2-cent-per-pound tax
four-in-hand tie
three-and-twenty
two-sided question
multimillion-dollar fund

but one hundred and twenty-one
100-odd
foursome
threescore
foursquare
$20 million airfield

6.36. Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 5.31, p. 67.)

1 month's layoff
1 week's pay

2 hours' work
3 weeks' vacation

6.37. Print a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth
two-thirds
two one-thousandths

twenty-three thirtieths
twenty-one thirty-seconds
three-fourths of an inch

6.38. A unit modifier following and reading back to the word or words modified takes a hyphen and is always printed in the singular.

motor, alternating-current, 3-phase, 60-cycle, 115-volt
glass jars: 5-gallon, 2-gallon, 1-quart
belts: 2-inch, 1¼-inch, ½-inch, ¼-inch

Civil and military titles

6.39. Do not hyphen a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6, p. 62.)

ambassador at large
assistant attorney general
commander in chief
comptroller general
Congressman at large
major general
sergeant at arms

notary public
secretary general
under secretary; *but* under-secretaryship
vice president;[2] *but* vice-presidency
secretary-treasurer
treasurer-manager

6.40. The adjectives *elect* and *designate*, as the last element of a title, require a hyphen.

President-elect
Vice-President-elect

ambassador-designate
minister-designate

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[2] In official usage, the title of Vice President of the United States is written without a hyphen; the hyphen is also omitted in all like titles, such as vice admiral, vice consul, etc.

Scientific and technical terms

6.41. Do not print a hyphen in scientific terms (names of chemicals, diseases, animals, insects, plants) used as unit modifiers if no hyphen appears in their original form. (See list of plant names, p. 127, and insect names, p. 131.)

carbon monoxide poisoning
guinea pig raising
hog cholera serum
methyl bromide solution
stem rust control
whooping cough remedy
but screw-worm raising
Russian-olive plantings
white-pine weevil
Douglas-fir tree

6.41.1. Chemical elements used in combination with figures do not use a hyphen, even as a unit modifier.

polonium 210
uranium 235; *but* U^{235}; Sr^{90}; $_{92}U^{234}$
Freon 12

6.41.2. Note use of hyphens and closeup punctuation in chemical formulas.

9-nitroanthra(1,9,4,10)bis(1)oxathiazone-2,7-bisdioxide
Cr-Ni-Mo
2,4-D

6.42. Print a hyphen between the elements of technical compound units of measurement.

candle-hour
horsepower-hour
kilowatt-hour
light-year
passenger-mile

Improvised compounds

6.43. Print with a hyphen the elements of an improvised compound.

blue-pencil (v.)
know-it-all (n.)
know-how (n.)
make-believe (n.)
stick-in-the-mud (n.)
let-George-do-it attitude
how-to-be-beautiful course
hard-and-fast rule

6.44. Use hyphens in a prepositional-phrase compound noun consisting of three or more words.

cat-o'-nine-tails
government-in-exile
grant-in-aid
jack-in-the-box
man-of-war
mother-in-law
mother-of-pearl
patent-in-fee
but coat of arms
heir at law
next of kin
officer in charge

6.45. When the corresponding noun form is printed as separate words, the verb is always hyphened.

cold-shoulder
blue-pencil
cross-brace

6.46. Print a hyphen in a compound formed of repetitive or conflicting terms and in a compound naming the same thing under two aspects.

boogie-woogie
comedy-ballet
dead-alive
devil-devil
farce-melodrama
pitter-patter
walkie-talkie
willy-nilly
young-old

6.47. Use a hyphen in a nonliteral compound expression containing an apostrophe in its first element.

asses'-eyes
ass's-foot
bull's-eye
cat's-paw
crow's-nest
but The cat's paw is soft.
There is the crow's nest.

6.48. Print a hyphen to join a single capital letter to a noun or a participle.

H-bomb
I-beam
T-shaped
U-boat
V-necked
X-ray
X-raying
S-iron
T-square

6.49. Print idiomatic phrases without hyphens.

come by
inasmuch as
insofar as
Monday week

7. GUIDE TO COMPOUNDING

7.1. The following list is based on the rules for compounding given on pages 69 to 76. Manifestly, such a list cannot be complete. However, by analogy with listed words of like prefixes or suffixes, with consideration given to length and readability, and the application of the rules, fuller treatment of unlisted compounds will be achieved. Nevertheless, the list is reasonably complete for meeting the needs of printers, editors, and writers.

7.2. In order to keep the list from becoming cumbersome, certain restrictions had to be adopted.

7.3. The listing of hyphened compounds ending in *ed* was kept to a minimum, it being thought adequate to give one or two examples under a keyword rather than to admit needless repetition.

7.4. Similarly, many two-word forms which create no difficulty were omitted.

7.5. On the other hand, care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is at variance with that laid down in Webster's New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 57–61), is our guide to the spelling of words, it is not our guide for the compounding of words. The rules and the guide prescribe and limit our practice.

7.6. Distinction should be made between words used in a nonliteral sense—e.g., *highlight* (prominent detail), *sideline* (added activity), where the one-word form differentiates from literal use—e.g., *high light* (elevation of a light), *side line* (physical line), where the two-word form frequently assures proper emphasis in pronouncing more distinctly each word in the group.

7.7. Distinction should also be made in the compounding of two words to form an adjective modifier and the use of the same words as a predicate adjective; e.g., "crystal-clear water," *but* "the water is crystal clear"; "fire-tested material," *but* "the material is fire tested."

7.8. Caution should be exercised in distinguishing when a succession of words is intended as a compound and when it is merely a collocation; e.g., "we know someone who will do it," *but* "we ought to master some one thing well."

7.9. For better appearance, it may sometimes be necessary to treat alike words which would have different forms when they appear separately; e.g., *bumblebee* and *queen bee*, *farmhand* and *ranch hand*. In juxtaposition, these and similar words should be made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.

7.10. Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes required to avoid doubling a vowel (*anti-inflation*, *naso-orbital*), except as indicated in rule 6.7; or not to change a normally capitalized word (*mid-April*, *non-European*); or to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning (*contra-ion*, *un-ionized*); or to join a combining form or prefix to an already hyphened compound (*equi-gram-molar*, *pro-mother-in-law*).

7.11. As nouns and adjectives, *holdup*, *calldown*, *layout*, *makeup*, and similar words should be printed solid. Their *er* derivatives (*holder-up*, *caller-down*, *layer-out*, and *maker-up*) require hyphens. On the other hand, such compounds as *run-in*, *run-on*, and *tie-in* resist quick comprehension when solid. They are therefore hyphened.

7.12. Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet*, *wind tunnel* and *windup*, are listed under the same keyword.

7.13. This list does not include the large group of plant and insect names which are covered in separate lists, pages 127 to 132.

7.14. The abbreviations *adv.* (adverb), *n.* (noun), *v.* (verb), *u.m.* (unit modifier), *pref.* (prefix), *c.f.* (combining form), and *conj.* (conjunction) indicate function.

[Words printed flush are combined with the words which follow to form solid or hyphened compounds; a spacemark (#) indicates a two-word form (note that two-word forms in the adjective position use a hyphen, except as laid down in rule 6.15.1, p. 71)]

A
#B #C (n.)
-B-C (u.m.)
-bomb
-day
-flat
#1 (rating)
-sharp
A
-frame
-pole
a
borning, etc.
foot
piece (adv.)
sea
shipboard
while (adv.)
abdomino (c.f.)
all one word
able
-bodied (u.m.)
-minded (u.m.)
about-face
above
board
-cited (u.m.)
deck
-found (u.m.)
-given (u.m.)
ground (u.m.)
-mentioned (u.m.)
-named (u.m.)
proof
-said (u.m.)
-water (u.m.)
-written (u.m.)
absentminded
ace-high (u.m.)
acid
#bath
fast
proof
-treat (v.)
worker
works
ack-ack
acre
-foot
-inch
actino (c.f.)
all one word
ad
man
smith

adder
bolt
fish
addle
brain
head
pate
adeno (c.f.)
all one word
aero (c.f.)
-otitis
rest one word
afore
all one word
Aframerican
Afro-American
after (c.f.)
all one word
agar-agar
agateware
age
less
long
-old (u.m.)
-stricken (u.m.)
-weary (u.m.)
agencywide
ague
-faced (u.m.)
-plagued (u.m.)
proof
-sore (u.m.)
aide-de-camp
air
base
#bends
bill
blast
-blasted (u.m.)
blown
borne
bound
brained
brake
brush
burst
cargo
-clear (u.m.)
coach
-condition (v.)
-conditioned (u.m.)
-conditioning (u.m.)
-cool (v.)
-cooled (u.m.)

air—con.
craft
crew
crewman
-dried (u.m.)
-driven (u.m.)
drome
drop
-dry (u.m., v.)
#duct
field
-floated (u.m.)
flow
foil
-formed (u.m.)
frame
freight
freighter
gap
glow
hammer
head
hole
hose
lane
lift
#line (line for air)
line (aviation)
liner
link
load
mail
man
mark (v.)
marker
mass
minded
#navigation
park
path
photo
plane
port (all meanings)
power
scoop
show
sleeve
ship
sick
sickness
-slaked (u.m.)
space
speed
stream
strike

air—con.
strip
tight
#time (radio and TV)
#train
#twist
ward
wave
way
wayman
#well
wise
woman
worthy
alder
-leaved (u.m.)
man
woman
ale
cup
-fed (u.m.)
glass
house
yard
alkali #land
all
-absorbing (u.m.)
-aged (u.m.)
-American
-clear (n., u.m.)
-fired (u.m.)
-flotation (mining)
#fours
#hail
#in
mark (printing)
mouth (fish)
-out (u.m.)
over (n., u.m.)
-possessed (u.m.)
#right
-round (u.m.)
spice
-star (u.m.)
time (u.m.)
wise
alleyway
allo (c.f.)
all one word
alms
giver
giving
house
man

along
ship
shore
side
alpen
glow
stock
alpha
-cellulose
-iron
-naphthol
#ray
#test
also-ran (n., u.m.)
altar
piece
wise
alto
cumulus
#horn
relievo
stratus
amber
-clear (u.m.)
-colored (u.m.)
fish
-tipped (u.m.)
ambi (c.f.)
all one word
amidships
amino
#acid
as prefix, all one word
ampere
-foot
-hour
meter
-minute
-second
amphi (pref.)
all one word
amylo (c.f.)
all one word
anchor
hold
#light
plate
angel
cake
-eyed (u.m.)
-faced (u.m.)
fish
food
angio (c.f.)
all one word

- **angle**
  - hook
  - #iron
  - meter
  - sight
  - wing
  - wise
  - worm
- **Anglo** (c.f.)
  - -American, etc.
  - *rest one word*
- **anhydr(o)** (c.f.)
  - *all one word*
- **ankle**
  - bone
  - -deep (u.m.)
  - jack
- **ant**
  - eater
  - hill
- **ante** (pref.)
  - #bellum, etc.
  - -Christian, etc.
  - #mortem
  - mortem (nonliteral)
  - *rest one word*
- **antero** (c.f.)
  - *all one word*
- **anthra** (c.f.)
  - *all one word*
- **anthropo** (c.f.)
  - *all one word*
- **anti** (pref.)
  - -American, etc.
  - -hog-cholera (u.m.)
  - -icer, -imperial, -inflation, etc.
  - -missile-missile (u.m.)
  - missile, personnel, trust, etc.
  - -New #Deal, etc.
  - *rest one word*
- **antro** (c.f.)
  - *all one word*
- **anvil**
  - -faced (u.m.)
  - -headed (u.m.)
  - maker
  - smith
- **any**
  - body
  - how
  - #more
  - one
  - place (adv.)
  - thing
  - way(s)
  - where
  - wise
- **aorto** (c.f.)
  - *all one word*
- **apo** (pref.)
  - *all one word*
- **apple**
  - cart
  - grower
  - jack
  - juice
  - sauce
  - -scented (u.m.)
- April-fool (v.)
- **aqua**
  - #fortis
  - #green
  - marine
  - meter
  - plane
  - puncture
  - tint
  - tone
- **aquo** (c.f.)
  - -ion
  - *rest one word*
- arborway
- **arc**
  - -over (n., u.m.)
  - -weld (v.)
- **arch** (pref.)
  - band
  - bishop
  - duke
  - enemy
  - -Protestant
  - way
  - wise
- **archeo** (c.f.)
  - *all one word*
- archerfish
- **archi** (pref.)
  - *all one word*
- **archo** (c.f.)
  - *all one word*
- areaway
- **areo** (c.f.)
  - *all one word*
- **aristo** (c.f.)
  - *all one word*
- **arithmo** (c.f.)
  - *all one word*
- **arm**
  - band
  - bone
  - chair
  - hole
  - lift
  - load
  - piece
  - pit
  - plate
  - rack
  - rest
  - -shaped (u.m.)
- **armor**
  - #bearer
  - #belt
  - -clad (u.m.)
  - -piercing (u.m.)
  - plate
  - -plated (u.m.)
- arm's-length (u.m.)
- **army**
  - man
  - woman
- **arrow**
  - head
  - headed
  - -leaved (u.m.)
  - maker
  - plate
  - -shaped (u.m.)
  - shot
  - smith
  - stone
  - -toothed (u.m.)
  - worm
- **arseno** (c.f.)
  - *all one word*
- **art**
  - -colored (u.m.)
  - craft
  - ware
  - work
- **arterio** (c.f.)
  - *all one word*
- **arthro** (c.f.)
  - *all one word*
- **artillery**
  - man
  - ship
- **asbestos**
  - -covered (u.m.)
  - -packed (u.m.)
  - #rock
- **ash**
  - bin
  - can
  - #color
  - -colored (u.m.)
  - -free (u.m.)
  - -gray (u.m.)
  - #heap
  - man
  - pan
  - pile
  - pit
  - tray
- **assembly**
  - man
  - #line
  - #room
- **astro** (c.f.)
  - *all one word*
- **athwart**
  - hawse
  - ship
  - wise
- attorney #at #law
- **audio**
  - frequency
  - gram
  - meter
  - visual
- **auger**
  - #box
  - #drill
- **auri** (c.f.)
  - -iodide
  - *rest one word*
- **author**
  - craft
  - ship
- authotype
- **auto** (c.f.)
  - -objective
  - -observation
  - -omnibus
  - -ophthalmoscope
  - *rest one word*
- **awe**
  - -bound (u.m.)
  - -filled (u.m.)
  - -inspired (u.m.)
  - some
- **ax**
  - -adz
  - #grinder
  - -grinding (u.m.)
  - hammer
  - head
  - maker
  - man
  - -shaped (u.m.)
  - stone
- **axle**
  - load
  - smith
  - tree
- **axo** (c.f.)
  - *all one word*
- **azo** (c.f.)
  - -orange
  - -orchil
  - -orseilline
  - *rest one word*

- B-flat
- **baby**
  - face (n.)
  - faced
  - #food
  - sit (v.)
  - sitter
  - sitting
- **back**
  - ache
  - band
  - bite (v.)
  - board
  - bone
  - boned
  - breaker
  - cap
  - chain
  - charge
  - -country (u.m.)
  - cross
  - date
  - dated
  - down (n., u.m.)
  - drop
  - face
  - feed
  - fill
  - fire
  - flap
- **back—con.**
  - flash
  - flow
  - -focus (v.)
  - furrow
  - ground
  - hand
  - handed
  - haul
  - hauled
  - -in (n., u.m.)
  - land(s)
  - lash
  - list (v.)
  - log
  - lotter
  - pack
  - paddle (v.)
  - pay
  - payment
  - pedal (v.)
  - piece
  - plate
  - rest
  - road
  - room
  - run
  - saw
  - scatter
  - set
  - shift
  - slide
  - space
  - spin
  - spread
  - staff
  - stage
  - stairs
  - stamp
  - stay
  - stitch
  - stop
  - strap
  - -streeter
  - stretch (n.)
  - string
  - strip (book)
  - stroke
  - -swath (v.)
  - swept
  - swing
  - tack
  - talk
  - tender
  - tenter
  - -titrate (v.)
  - track (v.)
  - trail
  - trailer
  - up (n., u.m.)
  - wall
  - ward
  - wash
  - water
  - way
  - woods
  - yard
  - yarder
- **backer**
  - -down
  - -off
  - -up
- badland(s) (geol.)
- **bag**
  - -cheeked (u.m.)
  - house
  - maker
  - making
  - man
  - pipe
  - reef
  - room
  - -shaped (u.m.)
  - worm
- **baggage**
  - man
  - master
  - #rack
  - #room
  - #train
- **bail**
  - out (n., u.m.)
  - piece
  - wood
- bailsman
- **bake**
  - board
  - house
  - pan
  - shop
  - stove
- **bald**
  - #eagle
  - faced
  - head (n.)
  - headed
  - pate
- **ball**
  - flower
  - -like
  - player
  - point (u.m.)
  - proof
  - room
  - stock
- ballot #box
- **band**
  - box
  - cutter
  - man
  - master
  - #pulley
  - saw
  - sawed
  - sawing
  - sawyer
  - stand
  - string
  - -tailed (u.m.)
  - wagon
  - width
  - work
- bandsman
- **bandy**
  - ball
  - -legged (u.m.)
- **bang**
  - tail
  - up (n., u.m.)
- **bank**
  - book
  - man
  - note
  - #paper
  - side (stream)
- **banner**
  - fish
  - man
- bantamweight
- **bar**
  - #bit
  - keeper
  - maid
  - man
  - master
  - post
  - room
  - tender
  - way
  - wise
  - -wound (u.m.)
- barbed #wire
- **barber**
  - fish
  - shop
- **bare**
  - -armed (u.m.)
  - back
  - backed
  - boat
  - bone
  - boned
  - faced
  - foot
  - footed
  - handed
  - headed
  - legged
  - necked
  - worn

- **barge**
  - board
  - #course
  - house
  - -laden (u.m.)
  - line
  - load
  - man
  - master
- **bark**
  - bound
  - cutter
  - peel
  - peeler
  - #rot
  - -tanned (u.m.)
- **barley**
  - corn
  - field
  - mow
  - #water
- **barn**
  - #dance
  - man
  - stormer
  - yard
- barracksmate
- **barrel**
  - head
  - maker
  - making
  - -roll (v.)
  - -shaped (u.m.)
- **base**
  - ball
  - ball #bat
  - baller
  - board
  - hearted
  - line
  - #line (surveying)
  - load
  - man (n.)
  - #metal
  - -minded (u.m.)
  - #pay
- **basi** (c.f.)
  - *all one word*
- **basket**
  - ball
  - baller
  - #case
  - fish
  - maker
  - ware
  - #weave
  - woman
  - work
- bas-relief
- **bass**
  - -bar
  - #drum
  - #horn
  - #viol
- **bat**
  - blind
  - -eyed (u.m.)
  - fish
  - fowl
  - man
  - wing
- **bath**
  - house
  - mat
  - robe
  - room
  - #towel
  - tub
- **bats**
  - man
  - wing (c oth)
- **batter**
  - cake
  - man
- **battle**
  - ax
  - #cruiser
  - dore
  - -fallen (u.m.)
- **battle—con.**
  - field
  - front
  - ground
  - #jacket
  - line
  - plane
  - -scarred (u.m.)
  - ship
  - #star
  - stead
  - wagon
  - wise
- **bay**
  - bolt
  - man
  - #rum
- **beach**
  - comber
  - head
  - man
  - master
  - wagon
- **bead**
  - flush
  - house
  - roll
  - work
- **beak**
  - head
  - iron
  - -shaped (u.m.)
- beakerman
- **beam**
  - filling
  - house
  - maker
  - -making (u.m.)
  - man
  - room
  - #trawl
  - work
- **bean**
  - bag
  - cod
  - -fed (u.m.)
  - field
  - picker
  - pole
  - pot
  - setter
  - -shaped (u.m.)
  - stalk
- **bear**
  - baiting
  - herd
  - hide
  - hound
  - off (n., u.m.)
  - skin
  - trap
- **beater**
  - man
  - -out
  - #press
  - -up
- **beauty**
  - -blind (u.m.)
  - -clad (u.m.)
  - proof
  - #shop
- **beaver**
  - board
  - pelt
- **bed**
  - board
  - bug
  - case
  - chair
  - chamber
  - clothes
  - cord
  - cover
  - fast
  - fellow
  - foot
  - frame
  - goer
  - lamp
- **bed—con.**
  - light
  - #linen
  - load
  - maker
  - man
  - mate
  - pad
  - pan
  - plate
  - post
  - quilt
  - rail
  - ridden
  - rock
  - room
  - screw
  - sheet
  - sick
  - side
  - sore
  - spread
  - spring
  - stand
  - stead
  - straw
  - #timber
  - time
  - ward
  - way
- **bee**
  - bread
  - -eater
  - herd
  - hive
  - house
  - keeper
  - keeping
  - line
  - man
  - way
- **beech**
  - nut
  - wood
- **beef**
  - eater
  - #extract
  - -faced (u.m.)
  - head
  - steak
  - tongue
- **beer**
  - #cellar
  - maker
  - #yeast
- **bees**
  - wax
  - wing
- **beet**
  - field
  - #pulp
  - #sugar
- **beetle**
  - -browed (u.m.)
  - head
  - headed
  - stock
  - stone
- **before**
  - -cited (u.m.)
  - hand
  - -mentioned (u.m.)
  - -named (u.m.)
  - time
- **beggar**
  - man
  - woman
- behindhand
- **bell**
  - bird
  - -bottomed (u.m.)
  - boy
  - #buoy
  - crank
  - -crowned (u.m.)
  - hanger
  - hop
  - house
  - maker
- **bell—con.**
  - making
  - man
  - mouthed
  - ringer
  - ringing
  - wether
- **bellows**
  - maker
  - making
  - man
- **belly**
  - ache
  - band
  - bound
  - buster
  - button
  - -fed (u.m.)
  - land (v.)
  - piece
  - pinch
- belowstairs
- **belt**
  - -driven (u.m.)
  - maker
  - making
  - man
  - saw
- **bench**
  - board
  - fellow
  - -hardened (u.m.)
  - land
  - made (u.m.)
  - man
  - mark (nonliteral)
  - #mark (surveying)
  - warmer
  - work
- **bent**
  - wing (n., u.m.)
  - wood
- **benzo** (c.f.)
  - *all one word*
- **berry**
  - -brown (u.m.)
  - #cone
  - picker
  - picking
- **best**
  - #clad
  - #dressed
  - #known
  - #man
  - seller (n.)
  - selling (u.m.)
- **beta**
  - -glucose
  - #ray
  - #test
  - tron
  - #wave
- **between**
  - brain
  - decks
  - whiles
- **bi** (pref.)
  - -iliac
  - *rest one word*
- **big**
  - -eared (u.m.)
  - eye (fish)
  - -eyed (u.m.)
  - head (ego)
  - hearted
  - horn (sheep)
  - -horned (u.m.)
  - house (penitentiary)
  - #league (n.)
  - -leaguer
  - mouthed
  - name (top rank) (n., u.m.)
  - time (top rank) (n., u.m.)
- **bill**
  - back
  - beetle
- **bill—con.**
  - board
  - book
  - broker
  - broking
  - bug
  - fish
  - fold
  - head
  - heading
  - holder
  - hook
  - poster
  - posting
  - sticker
- **billet**
  - -doux
  - head
  - man
- billingsgate
- **bio** (c.f.)
  - -aeration
  - -osmosis
  - *rest one word*
- **birch**
  - bark
  - wood
- **bird**
  - bath
  - bander
  - banding
  - cage
  - call
  - catcher
  - craft
  - #dog
  - -eyed (u.m.)
  - -faced (u.m.)
  - house
  - land
  - life
  - lime
  - lore
  - man
  - mouthed
  - seed
  - shop
  - shot
  - skin
  - #song
  - stone
  - woman
- **bird's**
  - -eye
  - #nest (literal) (n.)
  - -nest (n., u.m., v.)
- **birth**
  - bed
  - #date
  - day
  - #flower
  - land
  - mark
  - mate
  - place
  - #rate
  - right
  - stone
  - #year
- **biscuit**
  - #baker
  - maker
  - making
  - -shaped (u.m.)
- **bismuto** (c.f.)
  - *all one word*
- **bit**
  - stock
  - wise
- **bitter**
  - #end
  - -ender
  - head
  - hearted
  - sweet
  - -tongued (u.m.)
- **black**
  - ball (nonliteral)
  - bird

black—con.
  board
  -bordered (u.m.)
  damp
  -eyed (u.m.)
  face
  faced
  fire
  fish
  guard
  hearted
  jack
  leg
  #letter
  list
  mail
  #market (n.)
  -market (u.m., v.)
  -marketeer
  -marketer
  mouthed
  out (n., u.m.)
  plate (printing)
  print
  -robed (u.m.)
  #sheep
  shirted
  smith
  snake
  strap (n.)
  #widow
blameworthy
blank
  book
  #check
blanket
  maker
  making
blast
  hole
  plate
blasto (c.f.)
  all one word
bleach
  field
  ground
  house
  man
  works
  yard
blear
  eye
  -eyed (u.m.)
  -witted (u.m.)
blepharo (c.f.)
  all one word
blight
  bird
  -resistant (u.m.)
blind
  -bomb (v.)
  fish
  -flying (u.m.)
  fold
  -loaded (u.m.)
  #man
  #pig
  spot
  stitch
  story
  worm
blink-eyed (u.m.)
blithe
  hearted
  -looking (u.m.)
blitz
  buggy
  krieg
block
  buster
  head
  headed
  hole (v.)
  house
  #letter
  like
  maker
  making
  man

block—con.
  ship
blood
  #bank
  beat
  borne
  #count
  curdling
  -drenched (u.m.)
  fin (fish)
  -giving (u.m.)
  guilty
  -hot (u.m.)
  hound
  letting
  line
  mobile
  #pressure
  -red (u.m.)
  ripe
  shed
  shot
  spiller
  spilling
  spot
  stain
  stock
  stone
  stream
  sucker
  sucking
  #test
  thirst
  thirsty
  #type
  -warm (u.m.)
bloody
  hearted (u.m.)
  -nosed (u.m.)
  -red (u.m.)
blossom
  bill (duck)
  -bordered (u.m.)
  head (duck)
  -laden (u.m.)
  time
blow
  back
  box
  by (n., u.m.)
  cock
  down (n., u.m.)
  fish
  gun
  hard (n.)
  hole
  iron
  lamp
  line
  off (n., u.m.)
  out (n., u.m.)
  outproof
  pipe
  proof
  spray
  through (u.m.)
  torch
  tube
  up (n., u.m.)
blue
  -annealed (u.m.)
  beard (n.)
  bill (bird)
  bird
  blood
  blooded
  bonnet
  book (nonliteral)
  bottle
  breast (bird)
  coat (n.)
  #devil
  -eye (bird)
  -eyed (u.m.)
  fish
  gill
  grass
  -gray (u.m.)
  -green (u.m.)

blue—con.
  hearted
  -hot (u.m.)
  jack
  jacket
  #jay
  nose
  -pencil (v.)
  point (oyster)
  print
  stocking
  stone
  streak (nonliteral)
  throat (bird)
  tongue (n.)
  wing (bird)
blunder
  buss
  head
blunt
  -edged (u.m.)
  hearted
  -spoken (u.m.)
boar
  skin
  spear
  staff
board
  #foot
  maker
  man
  #measure
  rack
  walk
boarding
  house
  #school
boat
  bill (bird)
  builder
  building
  hook
  head
  house
  keeper
  load
  loader
  loading
  man
  master
  owner
  setter
  shop
  side
  swain
  tail
  woman
  wright
  yard
bob
  cat
  sled
  stay
  tail
  white
bobby
  pin
  -soxer
body
  bearer
  bending
  builder
  -centered (u.m.)
  guard
  maker
  making
  -mind
  plate
  #politic
  work
bog
  -eyed (u.m.)
  #iron
  land
  man
  trot (v.)

bog—con.
  trotter
  way
boil
  down (n., u.m.)
  off (n., u.m.)
  out (n., u.m.)
  over (n., u.m.)
boiler
  house
  maker
  making
  man
  -off
  -out
  plate
  room
  shop
  smith
  works
boiling
  #house
  #point
bold
  face (printing)
  faced
  hearted
  -spirited (u.m.)
bolsterwork
bolt
  cutter
  head
  header
  heading
  hole
  maker
  -shaped (u.m.)
  smith
  strake
  work
bomb
  #bay
  drop
  fall
  line
  proof
  shell
  sight
  thrower
  -throwing (u.m.)
bond
  holder
  man
  #paper
  slave
  stone
  woman
bonds
  man
  woman
bone
  ache
  #ash
  black
  breaker
  -bred (u.m.)
  dog (fish)
  -dry (u.m.)
  -eater
  fish
  -hard (u.m.)
  head
  headed
  lace
  meal
  set
  setter
  shaker
  -white (u.m.)
  work
booby
  #hatch
  trap
boogie-woogie
book
  binder
  bindery
  binding
  board

book—con.
  case
  craft
  dealer
  #end
  fair
  -fed (u.m.)
  fold
  keeper
  keeping
  -learned (u.m.)
  #learning
  -lined (u.m.)
  list
  lore
  lover
  maker
  making
  man
  mark
  mate
  mobile
  plate
  rack
  rest
  room
  sale
  seller
  selling
  shelf
  shop
  stack
  stall
  stamp
  stand
  stitch
  -stitching (u.m.)
  store
  -taught (u.m.)
  #trade
  wise
  work
  worm
  wright
  writer
boom
  boat
  #brace
  -ended (u.m.)
  #sail
  #stay
  town
  yard
boondoggling
boot
  black
  boy
  holder
  hose
  jack
  lace
  last
  leg
  legger
  lick
  maker
  making
  strap
  #top
  #tree
border
  land
  line
bore
  hole
  safe
  sight
bosom
  -deep (u.m.)
  -folded (u.m.)
  maker
  -making (u.m.)
bottle
  bird
  -fed (u.m.)
  holder
  maker
  making
  neck

bottle—con.
nose (fish)
-nosed (u.m.)
tight
#washer
bottom
#land
#plate
boughpot
bow
back
bent
#compass
fin (fish)
grace
head
knot
legged
light
line
maker
making
man
-necked (u.m.)
#oar
pin
#saw
shot
sprit
stave
string
woman
worker
wow
bowerbird
bowl
maker
-shaped (u.m.)
box
board
car
fish
haul
head (printing)
keeper
#kite
maker
making
man
#office
#score
#spring
work
boxer
-off
-up
brachio (c.f.)
all one word
brachy (c.f.)
all one word
brain
ache
cap
-cracked (u.m.)
craft
fag
#fever
pan
power
sick
-spun (u.m.)
storm
-tired (u.m.)
wash
washed
washing
work
worker
brake
drum
hand
head
#lining
load
maker
making
man
meter
power

brake—con.
shoe
#wheel
brandnew (u.m.)
brandy
-burnt (u.m.)
man
wine
brass
-armed (u.m.)
#band
-bold (u.m.)
bound
#hat
-smith
ware
#winds
worker
works
brave
hearted
-looking (u.m.)
-minded (u.m.)
brazen
-browed (u.m.)
face
faced
bread
basket
board
box
crumb
earner
earning
fruit
#knife
line
liner
maker
making
man
plate
seller
stuff
#tray
winner
winning
break
away (n., u.m.)
ax
back (n., u.m.)
bone (fever)
#circuit
down (n., u.m.)
-even (u.m.)
fast
fast #room
front
-in (n., u.m.)
#iron
line (printing)
neck
off (n., u.m.)
out (n., u.m.)
over (n., u.m.)
point
stone
through (n., u.m.)
up (n., u.m.)
water
wind
breaker
-down
man
-off
-up
breast
band
beam
bone
-deep (u.m.)
-fed (u.m.)
-high (u.m.)
hook
mark
piece
pin
plate
plow

breast—con.
rail
rope
wise
wood
work
breath
-blown (u.m.)
-tainted (u.m.)
taking
bredstitch
breech
block
cloth
loader
-loading (u.m.)
lock
piece
pin
plug
sight
breeze
-borne (u.m.)
-lifted (u.m.)
-swept (u.m.)
way
brew
house
master
bribe
-free (u.m.)
giver
giving
taker
taking
worthy
bric-a-brac
brick
bat
bound
-built (u.m.)
-colored (u.m.)
field
kiln
layer
laying
liner
maker
making
mason
-red (u.m.)
setter
wise
work
yard
bride
bed
bowl
cake
chamber
cup
groom
knot
lace
maiden
stake
brides
maid
man
bridge
board
builder
head
house
keeper
maker
man
master
piece
pot
#rail
tree
#wall
ward
way
work
bridle
#gate

bridle—con.
man
wise
briefcase
bright
-colored (u.m.)
-eyed (u.m.)
work
brilliant
-cut (u.m.)
-green (u.m.)
brimstone
brine
bound
#cooler
house
man
-soaked (u.m.)
bringer-up
bristle
bird
cone (u.m.)
-pointed (u.m.)
tail
bristolboard
broad
acre
ax
band (n., u.m.) (radio)
-beamed (u.m.)
bill (bird)
brim
cast
caster
cloth
#gage
head
hearted
#jump
leaf (n.)
-leaved (u.m.)
loom
minded
-mouthed (u.m.)
share (n., v.)
sheet (n.)
side
sword
tail (n.)
way
wife
wise
woven
broken
-down (u.m.)
hearted
-legged (u.m.)
-mouthed (u.m.)
bromo (c.f.)
all one word
bronchio (c.f.)
all one word
broncho (c.f.)
all one word
broncobuster
bronze
bound
-clad (u.m.)
-covered (u.m.)
-red (u.m.)
smith
wing (bird)
broom
#handle
-leaved (u.m.)
maker
-making (u.m.)
stick
tail
brother
-german
hood
-in-law
brow
beat
beaten
beating
bound

brow—con.
piece
point
post
brown
back
#bread
-eyed (u.m.)
line (n., u.m.)
out (n., u.m.)
print
#rot
#rust
stone
tail (moth)
brush
ball
bird
#holder
land
maker
making
man
off (n., u.m.)
-treat (v.)
wood
work
brusher
-off
-up
bubble #gum
buck
eye
-eyed (u.m.)
#fever
horn
hound
passer
passing
plate
pot
saw
shot
skin
skinned
stall
stay
stove
tail
tooth
wagon
wash
bucket
maker
making
man
#seat
-shaped (u.m.)
shop
bud
#rot
time
wood
buff
-tipped (u.m.)
ware
-yellow (u.m.)
buffalo
back (fish)
#dance
bug
bear
bite
-eyed (u.m.)
fish
head (fish)
house
proof
buildup (n., u.m.)
built
-in (u.m.)
-up (u.m.)
bulb
#rod
-tee (u.m.)
bulbo (c.f.)
all one word

bulk
  head
  headed
  -pile (v.)
  weigh (v.)
bull
  back
  baiting
  cart
  dog
  doze
  dozer
  -faced (u.m.)
  #fiddle
  fight
  fighter
  fighting
  finch
  frog
  head
  headed
  hide
  man
  -mouthed (u.m.)
  neck
  nose
  nosed
  pen
  ring
  skin
  #terrier
  toad
  -voiced (u.m.)
  whack
  whacker
  whip
bullet
  head
  headed
  maker
  making
  proof
bull's
  -eye (nonliteral)
  -foot
bumble
  bee
  foot
  kite
bumboat
bung
  hole
  maker
  start
bunk
  house
  load
buntline
burn
  -in (n., u.m.)
  out (n., u.m.)
  over (n., u.m.)
  up (n., u.m.)
burned-over (u.m.)
burner-off
burnt
  -out (u.m.)
  -up (u.m.)
bus
  #bar
  boy
  #conductor
  driver
  fare
  line
  man
bush
  beater
  buck
  fighter
  fighting
  -grown (u.m.)
  hammer
  -headed (u.m.)
  land
  #league
  -leaguer
  maker
bush—con.
  making
  man
  master
  ranger
  ranging
  whacker
  whacking
  wife
  woman
  wood
bushel
  man
  woman
business
  man
  woman
bustup (n., u.m.)
busy
  body
  -fingered (u.m.)
  head
  headed
  -idle
  work
butt
  -joint (v.)
  saw
  stock
  strap
  -weld (v.)
butter
  ball
  bill
  bird
  box
  -colored (u.m.)
  #dish
  fat
  fingered
  fingers
  fish
  head
  #knife
  maker
  making
  man
  milk
  mouth
  mouthed
  nut
  #packer
  print
  -rigged (u.m.)
  scotch
  -smooth (u.m.)
  wife
  woman
  worker
  -yellow (u.m.)
button
  -eared (u.m.)
  -headed (u.m.)
  hold
  holder
  hole
  holed
  holer
  holing
  hook
  maker
  making
  mold
  #strike
  worker
buzz
  #bomb
  #saw
  #wig
buzzerphone
by
  -and-by
  -by
  -the-way (n., u.m.)
  -your-leave (n., u.m.)
  rest one word
C
  -sharp
  -star
C-tube
cab
  driver
  driving
  fare
  man
  #owner
  stand
cabbage
  fly
  head
  worm
cabin
  #car
  house
cabinet
  maker
  making
  work
  worker
  working
cable
  #car
  holder
  -laid (u.m.)
  man
  #ship
  way
caco (c.f.)
  all one word
cage
  #bird
  man
  #stand
  work
cake
  baker
  box
  bread
  -eater
  house
  maker
  making
  mixer
  -mixing (u.m.)
  pan
  walk
  walker
calci (c.f.)
  all one word
calf
  bound
  #love
  skin
  time
calico
  back (fish)
  #bass
calk-weld (v.)
call
  back (n., u.m.)
  box
  boy
  down (n., u.m.)
  -in (n., u.m.)
  #market
  note
  -off (n., u.m.)
  out (n., u.m.)
  -over (n., u.m.)
  #rate
  up (n., u.m.)
cam
  shaft
  #switch
  #wheel
camel
  back (rubber)
  -backed (u.m.)
  driver
  -faced (u.m.)
  keeper
  man
camel's
  #hair (n.)
  -hair (u.m.)
camera
  #lucida
  man
  #obscura
camp
  #bed
  #chair
  craft
  fire
  #follower
  ground
  #meeting
  site
  stool
  ward
can
  #buoy
  capper
  maker
  making
  not
  #opener
canal
  boat
  man
  side
candle
  bomb
  box
  fish
  -foot
  holder
  -hour
  light
  lighter
  lighting
  lit
  maker
  making
  -meter
  power
  -shaped (u.m.)
  stand
  stick
  wick
  wright
candy
  maker
  stick
cane
  -backed (u.m.)
  brake
  #chair
  crusher
  cutter
  field
  #press
  #seat
  #sugar
  work
canker
  bird
  -eaten (u.m.)
  -mouthed (u.m.)
  #sore
cannon
  ball
  proof
canoe
  load
  man
canvas
  back
  -covered (u.m.)
  maker
  making
  man
  #shoe
  #stitch
  work
  worker
cap
  -flash (v.)
  maker
  making
  nut
  screw
  sheaf
cap—con.
  shore
  stone
car
  barn
  borne
  boy
  break
  builder
  fare
  #ferry
  #float
  goose
  hop
  line
  load
  lot
  man
  -mile
  port
  shop
  sick
  wash
  washing
  #wheel
carbo (c.f.)
  all one word
carbol (c.f.)
  all one word
carcino (c.f.)
  all one word
card
  board
  case
  holder
  -index (u.m., v.)
  maker
  making
  player
  room
  sharp
  stock
cardio (c.f.)
  -aortic
  rest one word
care
  free
  -laden (u.m.)
  taker
  taking
  -tired (u.m.)
  worn
carpet
  bag
  bagger
  bagging
  beater
  beating
  #cleaner
  -cleaning (u.m.)
  -covered (u.m.)
  fitter
  fitting
  layer
  laying
  #loom
  maker
  making
  -smooth (u.m.)
  #snake
  #stitch
  #sweeper
  -sweeping (u.m.)
  way
  weaver
  -weaving (u.m.)
  web
  work
  woven
carpo (c.f.)
  -olecranal
  rest one word
carriage
  maker
  -making (u.m.)
  smith
  way
carrierborne

carrot
-colored (u.m.)
head (nonliteral)
juice
top (nonliteral)
carry
all (n., u.m.)
around (n., u.m.)
back (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
over (n., u.m.)
cart
load
man
way
wheel (coin)
whip
wright
case
bearer
#binding
book
bound
hammer
harden
load
maker
making
mate
mated
wood
work
worker
worm
caser-in
cash
book
box
boy
girl
keeper
cast
away (n., u.m.)
back (n., u.m.)
-by (u.m.)
house
off (n., u.m.)
out (n., u.m.)
-ridden (u.m.)
-weld (v.)
caster
-off
-out
castlebuilder
(dreamer)
cat
back
beam
bird
block
boat
call
-eyed (u.m.)
face (n.)
faced
facing
fall
#fever
fish
footed
gut
head
hole
#hook
-ion
like
nap
nip
-o'nine-tails
piece
skin
stitch
tail
walk
catch
all (n., u.m.)
-as-catch-can
(u.m.)
catch—con.
cry
land
line (printing)
penny
plate
#title
up (n., u.m.)
water
weight
word
work
cater
corner
cornered
wauling
cat's
-eye (nonliteral)
-paw (nonliteral)
cattle
#boat
#breeder
feed
man
#raiser
-raising(u.m.)
#ranch
yak
cauliflower
#ear
-eared (u.m.)
#ware
cause
way
wayman
cavalryman
cave
dweller
-dwelling (u.m.)
#fish
-in (n., u.m.)
man
cease-fire (n., u.m.)
cedar
bird
-colored (u.m.)
#leaf
maker
ware
celi (c.f.)
all one word
celio (c. f.)
all one word
cell
house
mate
#tester
#wall
cellar
man
way
woman
cement
-covered (u.m.)
maker
making
-temper (v.)
census
#taker
-taking (u.m.)
center
#bit
board
head (printing)
line
most
piece
#point
-second
centi (c.f.)
all one word
centimeter-gram-
second
centri (c.f.)
all one word
centro (c.f.)
all one word
cephalo (c.f.)
all one word
cerato (c.f.)
all one word
cerebro (c.f.)
-ocular
rest one word
cervico (c.f.)
-occipital
-orbicular
rest one word
cess
pipe
pit
pool
chaffcutter
chain
#bag
#belt
-driven (u.m.)
#gang
maker
making
man
stitch
store
work
chair
borne
fast
maker
making
man
mender
mending
-shaped (u.m.)
warmer
woman
chalk
cutter
-eyed (u.m.)
line
stone
-white (u.m.)
worker
chamber
maid
woman
change
house
over (n., u.m.)
chap
book
fallen
chapel
going
man
char
coal
coaled
coaling
pit
woman
charge
#book
man
off (n., u.m.)
out (n., u.m.)
Charley horse
chart
house
room
chatter
box
mark
cheapskate
check
bird
bite
book
hook
-in (n., u.m.)
line
list
mark
mate
nut
off (n., u.m.)
out (n., u.m.)
passer (n.)
passing
check—con.
point
rack
rail
rein
ring
roll
roller
room
rope
row
rowed
rower
sheet
strap
string
up (n., u.m.)
#valve
washer
weigher
weighman
work
writer
writing
checker
board
breast (bird)
-in
-off
-out
-up
wise
work
cheek
bone
piece
strap
cheerleader
cheese
board
box
burger
cake
cloth
curd
cutter
head
headed
#knife
lip
maker
making
parer
paring
plate
#press
chemico (c.f.)
all one word
chemo (c.f.)
all one word
cherry
bird
-colored (u.m.)
picker
picking
#pie
#pit
stone (nonliteral)
#stone (literal)
#wine
chess
board
man
chestnut
-colored (u.m.)
-red (u. m.)
chicken
bill
-billed (u.m.)
#breast
breasted
#coop
#farm
feed
heart
hearted
house
pox
chicken—con.
#wire
#yard
chief
#justice
-justiceship
#mate
child
bearing
bed
birth
crowing
hearted
hood
kind
life
-minded (u.m.)
ridden
wife
chill
-cast (u.m., v.)
room
chin
band
-bearded (u.m.)
-chin
cloth
cough
-high (u.m.)
piece
rest
#shield
strap
china
#bark
-blue (u.m.)
#shop
ware
China
man
town
woman
chip
board
munk
#shot
chiro (c.f.)
all one word
chisel
#bit
-cut (u.m.)
-edged (u.m.)
#grinder
#maker
mouth (fish)
chitchat
chitter-chatter
chloro (c.f.)
all one word
chock
ablock
-full (u.m.)
chocolate
-brown (u.m.)
-coated (u.m.)
#maker
choir
boy
man
#master
#school
wise
choke
bore
bored
boring
damp
out (n., u.m.)
point
strap
chokerman
chole (c.f.)
all one word
chondro (c.f.)
-osseous
rest one word
chop
-chop
house

chop—con.
stick
#suey
chow
chow
line
#mein
Christ
-given (u.m.)
-inspired (u.m.)
like
chromo (c.f.)
all one word
chrono (c.f.)
all one word
chuck
hole
plate
#rib
wagon
chuckle
head
headed
chunkhead
church
craft
#door
goer
going
like
man
manlike
ward
way
woman
work
yard
churn
-butted (u.m.)
milk
cider
maker
making
cigar
box
case
cutter
fish
holder
maker
making
-shaped (u.m.)
store
cigarette
#case
#holder
#maker
-making (u.m.)
#paper
cine (c.f.)
all one word
circuit
#breaker
man
#rider
circum (pref.)
arctic, pacific, etc.
-Saturnal, etc.
rest also one word
cirro (c.f.)
all one word
cis (pref.)
alpine
atlantic
-trans (u.m.)
rest also one word
city
-born (u.m.)
bound
-bred (u.m.)
folk
#man
scape
wide
clam
bake
cracker (fish)
shell
worm

clampdown (n., u.m.)
clans
man
woman
clap
board
net
trap
clasp
hook
#knife
class
book
-conscious (u.m.)
#consciousness
#day
man
mate
room
work
claw
bar
-footed (u.m.)
hammer
hatchet
-tailed (u.m.)
clay
#band
bank
-colored (u.m.)
man
pan
pit
ware
works
clean
-cut (u.m.)
handed
hearted
out (n., u.m.)
-shaved (u.m.)
-smelling (u.m.)
up (n., u.m.)
clear
cole
-cut (u.m.)
-eyed (u.m.)
headed
hearted
-sighted (u.m.)
starch (v.)
up (n., u.m.)
wing
clearinghouse
cleft
-footed (u.m.)
-graft (v.)
clergy
man
woman
cliff
bound
dweller
-dwelling (u.m.)
#face
side
top
-worn (u.m.)
cliffsman
climbpath
clinch
-built (u.m.)
work
cling
fish
stone
clink
-clank
stone
clinker
-built (u.m.)
work
clip
-clop
-edged (u.m.)
sheet

clipper
-built (u.m.)
man
#ship
cloak
-and-dagger (n., u.m.)
maker
making
room
clock
case
face
house
keeper
maker
making
-minded (u.m.)
room
setter
smith
#tower
wise
work
clod
breaker
head
hopper
hopping
pate
pated
close
bred
breeding
-connected (u.m.)
cross
crossed
crossing
-cut (u.m.)
-fertilize (v.)
fisted
handed
headed
hearted
minded
mouthed
out (n., u.m.)
up (n., u.m.)
closed
-circuit (u.m.)
#end
#shop
cloth
-backed (u.m.)
bound
maker
making
worker
clothes
bag
basket
brush
#closet
horse
line
man
pin
press
rack
#tree
yard
cloud
burst
cap
capped
-hidden (u.m.)
land
#ring
clover
bloom
#hay
leaf
seed
sick
sickness
worm
club
#car
#chair

club—con.
foot
footed
hand
haul
house
#link
man
mobile
ridden
room
root
-shaped (u.m.)
#steak
woman
clutch
man
#shaft
co (pref.)
-op
exist, operate, etc.
rest one word
coach
-and-four
builder
building
maker
making
man
whip
woman
work
coal
bag
bagger
bed
bin
-black (u.m.)
boat
box
breaker
#car
dealer
digger
-faced (u.m.)
field
fish
#gas
hole
-laden (u.m.)
#loader
#mine
#miner
#oil
pit
rake
sack (astron.)
shed
ship
#tar
#truck
yard
coast
guardsman
land
line
side
wise
coat
hanger
rack
room
tail
tailed
cob
head
meal
web
webbed
webbing
work
cobblestone
cock
bill
bird
brain
crow
crowing
eye

cock—con.
eyed
fight
fighting
head
pit
roach
#robin
spur
sure
tail
-tailed (u.m.)
up (n., u.m.)
cockle
boat
shell
cocks
comb
combed
cod
bank
fish
fishery
fishing
head
headed
#liver
man
pitchings
smack
worm
codebook
coffee
cake
-colored (u.m.)
#cream
#cup
grower
-growing (u.m.)
house
maker
making
pot
room
shop
time
coffer
dam
work
coffin
#bone
-headed (u.m.)
maker
making
cog
way
wheel
coil
box
#packing
smith
#spring
coin
box
holder
maker
making
-operated (u.m.)
#silver
coke
#dust
#iron
man
#oven
cold
blooded
-chisel (v.)
#cream
-draw (v.)
finch
-flow (v.)
-forge (v.)
frame
#front
-hammer (v.)
-hammered (u.m.)
hearted
pack
-press (v.)

- **cold—con.**
  - proof
  - -roll (v.)
  - -rolled (u.m.)
  - room (n.)
  - -short (u.m.)
  - -shortness
  - -shoulder (v.)
  - store
  - type (printing)
  - #war
  - #wave
  - -work (v.)
- **cole**
  - seed
  - slaw
- **coli** (c.f.)
  - *all one word*
- **collar**
  - bag
  - band
  - #beam
  - bird
  - bone
  - bound
  - box
  - #button
  - maker
  - making
  - man
  - #pad
  - #rot
  - work
- **colo** (c.f.)
  - *all one word*
- **color**
  - bearer
  - blind
  - #blindness
  - fast
  - -free (u.m.)
  - #guard
  - #line
  - maker
  - making
  - man
  - type (printing) (n.)
  - -washed (u.m.)
- **comb**
  - #brush
  - #case
  - holder
  - maker
  - making
  - -toothed (u.m.)
- **come**
  - -along (tool)
  - back (n., u.m.)
  - -between (n.)
  - down (n.)
  - -off (n., u.m.)
  - -on (n., u.m.)
  - -out (n.)
  - -outer
  - uppance
- **comic**
  - #book
  - #opera
- commander #in #chief
- commandoman
- **committee**
  - man
  - woman
- **common**
  - #law
  - place
  - sense
  - sensible
  - weal
  - wealth
- **companion**
  - ship
  - way
- companywide
- concertmaster
- **cone**
  - -in-cone (u.m.)
- **cone—con.**
  - maker
  - making
  - -shaped (u.m.)
  - speaker
- conference #room
- **Congress**
  - man
  - man #at #large
  - woman
- **contra** (pref.)
  - -acting
  - -approach
  - -ion
  - *rest one word*
- **cook**
  - book
  - house
  - maid
  - off (n., u.m.)
  - out (n. u.m.)
  - room
  - shack
  - shop
  - stove
- **cool**
  - headed
  - house
- coonskin
- **cooped**
  - -in (u.m.)
  - -up (u.m.)
- **copper**
  - bottom (v.)
  - -bottomed (u.m.)
  - -colored (u.m.)
  - head
  - -headed (u.m.)
  - #mine
  - #miner
  - nose
  - plate
  - -plated (u.m.)
  - proof
  - sidesman
  - smith
  - ware
  - wing (butterfly)
  - worker
  - works
- **copy**
  - book
  - cat
  - cutter
  - cutting
  - desk
  - #editor
  - fitter
  - fitting
  - holder
  - holding
  - man
  - reader
  - right
  - righter
  - writer
- **coral**
  - -beaded (u.m.)
  - bound
  - -red (u.m.)
  - #reef
  - #stitch
- **cord**
  - maker
  - wood
- **core**
  - #drill
  - maker
  - making
  - #print
- **cork**
  - board
  - -lined (u.m.)
  - maker
  - making
  - screw
  - wing (bird)
- **corn**
  - bin
  - bird
  - bread
  - cake
  - cob
  - -colored (u.m.)
  - cracker
  - crib
  - crusher
  - cutter
  - dodger
  - -fed (u.m.)
  - field
  - grower
  - house
  - husk
  - husker
  - land
  - loft
  - meal
  - picker
  - #pit (market)
  - #pone
  - stalk
  - starch
  - #stover
  - worm
- **corner**
  - bind
  - piece
  - stone
  - wise
- corpsman
- **costo** (c.f.)
  - *all one word*
- **cotter**
  - #pin
  - way
- **cotton**
  - -clad (u.m.)
  - -covered (u.m.)
  - field
  - grower
  - -growing (u.m.)
  - #mill
  - mouth (snake)
  - packer
  - picker
  - #print
  - seed
  - sick
  - tail
- **council**
  - man
  - woman
- **count**
  - down (n., u.m.)
  - -down (v.)
  - #wheel
- **counter**
  - #check (banking)
  - #septum
  - -off
  - act, propaganda, etc.
  - *as combining form, one word*
- countinghouse
- **country**
  - -born (u.m.)
  - -bred (u.m.)
  - folk
  - man
  - people
  - #seat
  - side
  - ward
  - wide
  - woman
- **county**
  - #seat
  - wide
- **court**
  - bred
  - craft
  - house
  - like
  - -martial
- **court—con.**
  - #plaster
  - room
  - ship
  - work
  - yard
- **cousin**
  - -german
  - hood
  - -in-law
- **cover**
  - alls
  - #crop
  - let
  - side
  - up (n., u.m.)
- **cow**
  - barn
  - bell
  - boy
  - catcher
  - -eyed (u.m.)
  - fish
  - gate
  - girl
  - hand
  - hearted
  - herd
  - hide
  - hitch
  - keeper
  - lick
  - man
  - path
  - pen
  - #pony
  - pox
  - puncher
  - shed
  - skin
  - sucker
  - tail
  - yard
- **crab**
  - cake
  - catcher
  - eater
  - eating
  - faced
  - hole
  - man
  - meat
  - stick
  - -yaws (n.)
- **crack**
  - ajack (n., u.m.)
  - brained
  - down (n., u.m.)
  - jaw
  - pot
  - -the-whip (n., u.m.)
  - up (n., u.m.)
- crackleware
- cracksman
- **cradle**
  - board
  - land
  - maker
  - man
  - side
  - #snatcher
  - song
  - time
- **craft**
  - #union
  - work
- **crafts**
  - man
  - woman
- **crane**
  - #driver
  - man
  - way
- **cranio** (c.f.)
  - *all one word*
- **crank**
  - bird
  - case
- **crank—con.**
  - -driven (u.m.)
  - man
  - pin
  - pit
  - shaft
  - #wheel
- **crape**
  - fish
  - hanger
- **crash**
  - boat
  - dive (v.)
  - land (v.)
- crawfish
- **crawl**
  - -a-bottom (fish)
  - up (n., u.m.)
- **crayon**
  - board
  - stone
- **crazy**
  - bone
  - cat
  - headed
  - #quilt
- **cream**
  - cake
  - #cheese
  - -colored (u.m.)
  - maker
  - making
  - ware
- **credit**
  - man
  - #union
- **creek**
  - bed
  - fish
  - side
- **creep**
  - hole
  - mouse
- **crepe**
  - #de #chine
  - #paper
  - #rubber
  - #suzette
- **crest**
  - fallen
  - line
- **crew**
  - cut
  - #list
  - man
  - mate
  - member
- **crib**
  - -bite (v.)
  - -biter
  - strap
  - work
- **crime**
  - buster
  - busting
  - wave
- **criss**
  - cross
  - crossed
- crockeryware
- **crook**
  - *all one word*
- **crooked**
  - -foot (n.)
  - -legged (u.m.)
  - -nosed (u.m.)
  - -toothed (u.m.)
- **crop**
  - -bound (u.m.)
  - -haired (u.m.)
  - head
  - #index
  - land
  - man
- **cross**
  - -appeal
  - arm
  - armed
  - band

cross—con.
banded
banding
bar
barred
beak (bird)
beam
bearer
bedded
bedding
belt
bench
#bias
bill (bird)
#bill (legal)
bind
bolt
bond
bones
#brace
bred
breed
breeding
-bridge (v.)
-brush (v.)
#bun
-carve (v.)
-channel (u.m.)
-check
-claim
-compound (v.)
-connect (v.)
-country (u.m.)
-cultivate (v.)
-cultivation
current
-curve (math.) (n.)
cut
cutter
cutting
-date (v.)
-drain (v.)
-dye (v.)
-dyeing (n.)
-examination
-examine (v.)
-examiner
-eye (n., u.m.)
-eyed (u.m.)
fall
feed
-fertile (u.m.)
-fertilization
-fertilize (v.)
-fiber (u.m.)
field
file
fire
flow
foot
-grained (u.m.)
hair
hand
handed
hatch
hatching
haul
head
-immunity
-index (u.m.)
-interrogate (v.)
-interrogatory
-invite (v.)
legged
legs
-level (v.)
-license (v.)
lift (v.)
light
line
lock
lots
mark
mate (v.)
member
over (n., u.m.)
patch
path
piece

cross—con.
plow (v.)
-pollinate (v.)
-pollination
-purpose (n.)
-question
rail
-reaction
-refer (v.)
-reference
-referring
road
row
#rule
#section
-service
-shaft
-slide
-spale
-staff
-sterile
-sterility
-stitch
-stone
-stratification
-sue (v.)
-surge (v.)
tail (n.)
talk
tie
tied
-tine (v.)
-tined (u.m.)
town
track
trail
tree
under (n., u.m.)
-vote
-voting
walk
way
web
wind
wise
word
crow
bait
bar
#flight
foot
footed
hop
crow's
-foot (nonliteral)
-nest (nonliteral)
crown
bar
maker
making
piece
#plate
#post
#sheet
#wheel
work
crybaby
crypto (c.f.)
-Christian, etc.
rest one word
crystal
-clear (u.m.)
-girded (u.m.)
-smooth (u.m.)
cub
master
#shark
cubbyhole
cuddyhole
cullboard
cumulo (c.f.)
all one word
cup
bearer
board
cake
#custard
ful
#grease

cup—con.
head
headed
holder
#hook
maker
making
stone
curb
#bit
#market
#roof
#sending
#signaling
stone
stoner
cure-all (n., u.m.)
curly
head
headed
locks (n.)
currycomb
cussword
custom
-built (u.m.)
house
-made (u.m.)
-tailored (u.m.)
work
worker
cut
away (n., u.m.)
back (n., u.m.)
glass
#hole
-in (n., u.m.)
lips (fish)
off (n., u.m.)
out (n., u.m.)
over (n., u.m.)
rate (u.m.)
throat
-toothed (u.m.)
-under (u.m.)
-up (n., u.m.)
water
work
worm
cutter
-built (u.m.)
-down
head
man
-off
-out
-rigged (u.m.)
-up
cuttle
bone
fish
cyano (c.f.)
all one word
cycle
car
smith
cyclo (c.f.)
-olefin
rest one word
cysto (c.f.)
all one word
cyto (c.f.)
all one word

D
-day
-major
-plus-4-day
D-handle
dairy
#farm
-fed (u.m.)
-made (u.m.)
maid
man
woman
damsite

damp
proof
proofing
-stained (u.m.)
damping-off (n., u.m.)
dance
#band
hall
danger
-fearing (u.m.)
#line
#point
dare
-all (n., u.m.)
devil
deviltry
say
dark
-eyed (u.m.)
hearted
horse (nonliteral)
room
skin (n.)
-skinned (u.m.)
dash
board
light
line (printing)
maker
plate
pot
wheel
date
line
lined
mark
#stamp
daughter-in-law
dawn
-gray (u.m.)
light
streak
day
beam
bed
book
break
-bright (u.m.)
dawn
dream
dreamer
dreaming
-fly (aviation) (v.)
-flying (u.m.)
going
#letter
light
lighted
lit
long (u.m.)
man
mark
#nurse
room
#school
#shift
side
star
time
work
worker
de (pref.)
-air
ice
icer
-ion
centralize, energize, etc.
rest one word
dead
-alive
beat (n.)
born
-burn (v.)
#center
-cold (u.m.)
-dip (v.)
-drunk (u.m.)

dead—con.
#end
-ender
eye (n.)
-eyed (u.m.)
fall
head
headed
hearted
#heat
-heated (u.m.)
-heater
-heavy (u.m.)
house
latch
#letter
light
line
#load
lock
man (n.)
melt
pan
pay
-roast (v.)
weight (n., u.m.)
wood
deaf
-dumb
-dumbness
-mute
-muteness
deal
fish
worker
yard
death
bed
blow
day
-divided (u.m.)
-doom (v.)
#house
like
#rate
-struck (u.m.)
trap
watch
-weary (u.m.)
deck
hand
house
-land (v.)
load
swabber
deep
-affected (u.m.)
-cut (u.m.)
-engraven (u.m.)
-felt (u.m.)
-freeze (u.m., v.)
-freezing (u.m.)
-frying (u.m.)
going
-grown (u.m.)
-laid (u.m.)
most
mouthed
-rooted (u.m.)
#sea
-seated (u.m.)
-set (u.m.)
-sunk (u.m.)
-voiced (u.m.)
water (u.m.)
waterman
deer
drive (n.)
-eyed (u.m.)
food
herd
horn
hound
keeper
#lick
meat
skin
stalker
stalking

- **deer**—con.
  - stand
  - stealer
  - yard
- **degree**
  - -day (measure)
  - wise
- **dehydr(o)** (c.f.)
  - *all one word*
- **demi** (pref.)
  - -Christian, etc.
  - -incognito
  - *rest one word*
- departmentwide
- depth #charge
- **dermato** (c.f.)
  - *all one word*
- **derrick**
  - #boat
  - #crane
  - man
- **desert**
  - -bred (u.m.)
  - #fox
  - land
  - #ship
- **desk**
  - #helper
  - man
  - #room
  - work
- **dessert**
  - #fork
  - #knife
  - spoon
  - spoonful
- **deutero** (c.f.)
  - *all one word*
- **devil**
  - bird
  - -devil
  - -diver (bird)
  - dog (a marine)
  - fish
  - -inspired (u.m.)
  - -ridden (u.m.)
- **dew**
  - beam
  - cap
  - -clad (u.m.)
  - claw
  - damp
  - -drenched (u.m.)
  - drop
  - fall
  - -fed (u.m.)
  - -laden (u.m.)
  - lap
  - lapped
  - point
- **dextro** (c.f.)
  - *all one word*
- **di** (pref.)
  - *all one word*
- **dia** (pref.)
  - *all one word*
- **diamond**
  - back
  - -backed (u.m.)
  - #dust
  - -shaped (u.m.)
  - work
- **diazo** (c.f.)
  - -oxide
  - *rest one word*
- **dice**
  - box
  - board
  - #coal
  - cup
  - man
  - play
- **die**
  - -away (u.m.)
  - back
  - case
  - -cast (u.m., v.)
  - caster
  - casting
- **die**—con.
  - -cut (u.m., v.)
  - cutter
  - cutting
  - hard (n., u.m.)
  - head
  - holder
  - maker
  - making
  - #mold
  - #plate
  - #proof (philately) (n.)
  - sinker
  - sinking
  - -square (u.m.)
  - stock
- **diesel**
  - -driven (u.m.)
  - -electric (u.m.)
  - #engine
- dillydally
- **dim**
  - -lighted (u.m.)
  - lit
  - out (n., u.m.)
- diner-out
- **ding**
  - bat
  - dong
- **dining**
  - #car
  - #hall
  - #room
- **dinitro** (c.f.)
  - #spray
  - *rest one word*
- **dinner**
  - #hour
  - time
  - ware
- **dip**
  - -dye (v.)
  - -grained (u.m.)
  - head
  - heading
  - #slip
  - stick
  - ware
- dipper-in
- **direct**
  - -connected (u.m.)
  - -indirect
- **direction**
  - #finder
  - -finding (u.m.)
- **dirt**
  - board
  - -cheap (u.m.)
  - #farmer
  - fast
  - -incrusted (u.m.)
  - line
  - plate
  - #road
- **dirty**
  - -faced (u.m.)
  - -minded (u.m.)
  - #work
- **dis** (pref.)
  - *all one word*
- **dish**
  - board
  - cloth
  - #cover
  - #drainer
  - maker
  - making
  - pan
  - rack
  - rag
  - #towel
  - washer
  - washing
  - water
  - wiper
  - wiping
- **disk**
  - jockey
  - plow
  - -shaped (u.m.)
  - #wheel
- districtwide
- **ditch**
  - bank
  - digger
  - #hand
  - rider
  - side
  - water
- **ditto**
  - graph
  - #mark
- **dive**
  - -bomb (v.)
  - #bomber
  - keeper
- **diving**
  - #bell
  - #boat
- **do**
  - -all (n., u.m.)
  - -gooder
  - -little (n., u.m.)
  - -nothing (n., u.m.)
  - -nought (n., u.m.)
- **dock**
  - hand
  - head
  - house
  - land
  - man
  - master
  - side
  - worker
  - yard
- **doctor**
  - bird
  - fish
- **doe**
  - bird
  - skin
- **dog**
  - bite
  - -bitten (u.m.)
  - bolt
  - breeder
  - cart
  - catcher
  - #days
  - -drawn (u.m.)
  - -ear (v.)
  - -eared (u.m.)
  - face (infantryman)
  - -faced (u.m.)
  - fall
  - fight
  - fish
  - food
  - head
  - -headed (u.m.)
  - hole
  - house
  - leg
  - #owner
  - race
  - racing
  - shore
  - #show
  - skin
  - sled
  - tail
  - -tired (u.m.)
  - tooth
  - -toothed (u.m.)
  - #trainer
  - trick
  - trot
  - vane
  - watch
  - -weary (u.m.)
- **doll**
  - beer
  - face
  - -faced (u.m.)
- **doll**—con.
  - fish
  - house
  - maker
  - making
  - #post
- **dollar**
  - bird
  - fish
  - #mark
- **dolly**
  - head
  - man
  - way
- **donkey**
  - back
  - -drawn (u.m.)
  - -eared (u.m.)
  - man
  - #pump
  - work
- doodlebug
- doomsday
- **door**
  - bed
  - bell
  - boy
  - brand
  - case
  - check
  - frame
  - head
  - jamb
  - keeper
  - keeping
  - knob
  - maid
  - maker
  - making
  - man
  - mat
  - nail
  - plate
  - post
  - #roller
  - -shaped (u.m.)
  - sill
  - step
  - stone
  - stop
  - strap
  - way
  - yard
- **dope**
  - book
  - sheet
- **dorsi** (c.f.)
  - *all one word*
- **dorso** (c.f.)
  - -occipital
  - *rest one word*
- **double**
  - -barrel (n., u.m.)
  - -barreled (u.m.)
  - -bitt (v.)
  - -breasted (u.m.)
  - -charge (v.)
  - check (n., v.)
  - checked (u.m., v.)
  - #chin
  - -chinned (u.m.)
  - #concave
  - #convex
  - cross (nonliteral)
  - crosser (nonliteral)
  - crossing (nonliteral)
  - #dagger
  - deal (v.)
  - dealer
  - dealing
  - -decker
  - -distilled (u.m.)
  - -duty (u.m.)
  - -dye (v.)
  - -edged (u.m.)
  - -ender
  - #entry
- **double**—con.
  - #gear
  - handed
  - -headed (u.m.)
  - header
  - hearted
  - -leaded (u.m.)
  - #play
  - -quick (u.m.)
  - #space
  - #stitch
  - talk
  - #thread
  - #time
  - tone (printing)
  - #track
  - tree
  - -trouble
  - -up (u.m., v.)
  - #work
- **dough**
  - boy
  - -colored (u.m.)
  - face
  - -faced (u.m.)
  - head
  - maker
  - making
  - man
  - mixer
  - nut
- **dove**
  - -colored (u.m.)
  - cot
  - house
  - like
  - tail
  - tailed
- **down**
  - beat
  - beater
  - bound
  - by
  - cast
  - check
  - coast
  - come
  - comer
  - coming
  - -covered (u.m.)
  - crier
  - cry
  - curved
  - cut
  - dale
  - draft
  - drag
  - face
  - fall
  - fallen
  - feed
  - flow
  - fold
  - folded
  - grade
  - gradient
  - growth
  - hanging
  - haul
  - headed
  - hearted
  - hill
  - lead
  - line
  - lock (n.)
  - look
  - most
  - payment
  - pour
  - rate
  - right
  - river
  - rush
  - shore
  - side
  - sitting
  - slip
  - slope
  - -soft (u.m.)

- **down—con.**
  - spout
  - stage
  - stairs
  - state
  - stream
  - street
  - stroke
  - sun **(adv., u.m.)**
  - swing
  - take
  - throw
  - thrust
  - time
  - town
  - trampling
  - trend
  - trodden
  - turn
  - valley
  - ward
  - way
  - weigh
  - weight
  - wind
- **draft**
  - age (allowance)
  - #age (conscription)
  - -exempt **(u.m.)**
  - #horse
- draftsman
- **drag**
  - #anchor
  - bar
  - boat
  - bolt
  - #harrow
  - line
  - man
  - net
  - pipe
  - rope
  - saw
  - staff
  - wire
- **dragger**
  - -down
  - -in
  - -out
  - -up
- **dragon**
  - #beam
  - -eyed **(u.m.)**
  - fish
  - fly
  - kind
  - #piece
- **dragon's**
  - #blood
  - #teeth
- **drain**
  - board
  - cleaner
  - man
  - pipe
  - tile
- **drainage**
  - #area
  - way
- **dram**
  - seller
  - shop
- **draw**
  - -arch (n.)
  - arm
  - back
  - bar
  - beam
  - bench
  - board
  - bolt
  - bore
  - bridge
  - cut
  - down **(n., u.m.)**
  - file
  - gate
  - gear
  - glove
- **draw—con.**
  - head
  - horse
  - knife
  - knot
  - link
  - loom
  - net
  - off **(n., u.m.)**
  - out **(n., u.m.)**
  - pin
  - plate
  - point
  - sheet
  - span
  - stop
  - string
  - tongs
  - tube
  - #well
- **drawer**
  - -down
  - -in
  - -off
  - -out
- **drawing**
  - #board
  - -in **(n., u.m.)**
  - #room
  - #table
- **dray**
  - #horse
  - man
- **dream**
  - -haunted **(u.m.)**
  - land
  - lit
  - lore
  - world
- **dredge**
  - boat
  - #chain
  - man
  - #net
- **dress**
  - #goods
  - maker
  - making
  - up **(n., u.m.)**
- dressing #room
- **drift**
  - #boat
  - bolt
  - meter
  - -mining **(u.m.)**
  - piece
  - pin
  - way
  - weed
  - wind
  - wood
- **drill**
  - book
  - case
  - #clamp
  - holder
  - -like
  - maker
  - man
  - master
  - #pin
  - #press
  - #rack
  - #rest
  - room
  - stock
  - worker
  - yard
- **drip**
  - board
  - box
  - cock
  - #cup
  - -drip
  - sheet
  - stick
  - stone
  - #tank
- **drive**
  - away **(n., u.m.)**
  - boat
  - bolt
  - cap
  - head
  - -in **(n., u.m.)**
  - pipe
  - screw
  - #shaft
  - way
  - #wheel
- **drop**
  - away **(n., u.m.)**
  - #bar
  - bolt
  - #bomb
  - #folio (printing)
  - -forge (v.)
  - -forger
  - front
  - hammer
  - head
  - kick
  - leaf **(n., u.m.)**
  - leg
  - light
  - line
  - man
  - off **(n., u.m.)**
  - out **(n., u.m.)**
  - sonde
  - stitch
  - worm
- **drug**
  - -addicted **(u.m.)**
  - man
  - mixer
  - seller
  - store
- **drum**
  - beat
  - fire
  - fish
  - head
  - line
  - #saw
  - stick
  - -up **(n., u.m.)**
  - #winding
- **dry**
  - -burnt **(u.m.)**
  - #cell
  - clean
  - cleaned
  - cleaner
  - cleaning
  - -cure (v.)
  - dock
  - docked
  - -dye (v.)
  - -farm (v.)
  - farming **(n., u.m.)**
  - #goods
  - goodsman
  - house
  - #kiln
  - land **(u.m.)**
  - lot
  - -pack **(u.m., v.)**
  - #rot
  - -rotted **(u.m.)**
  - -salt (v.)
  - wash
  - #weight
  - worker
- **duck**
  - bill
  - -billed **(u.m.)**
  - blind
  - board
  - boat
  - foot (tool)
  - -footed **(u.m.)**
  - hearted
  - house
  - #hunter
  - -hunting **(u.m.)**
  - pin
- **duck—con.**
  - pond
  - #soup
  - walk
- **due**
  - -in **(n., u.m.)**
  - out **(n., u.m.)**
- duffelbag
- **dug**
  - out (n.)
  - -up **(u.m.)**
  - way
- **dull**
  - brained
  - -edged **(u.m.)**
  - head
  - headed
  - hearted
  - -looking **(u.m.)**
  - -witted **(u.m.)**
- dumdum
- **dumb**
  - bell
  - head
  - waiter
  - #well
- **dump**
  - car
  - cart
  - #heap
  - #truck
- **dunder**
  - head
  - headed
- **dung**
  - beck
  - bird
  - hill
- **duo** (c.f.)
  - *all one word*
- **dust**
  - bin
  - box
  - brush
  - cloth
  - #counter
  - -covered **(u.m.)**
  - fall
  - -gray **(u.m.)**
  - -laden **(u.m.)**
  - pan
  - proof
  - storm
  - tight
  - #well
  - woman
- **duster**
  - man
  - -off
- **duty**
  - bound
  - -free **(u.m.)**
- dwelling #house
- **dye**
  - house
  - maker
  - making
  - mixer
  - stone
  - stuff
  - #vat
  - ware
  - works
- **dynamo**
  - #brush
  - electric
  - genesis
  - metamorphosed
  - phone
  - static
- **dys** (pref.)
  - *all one word*

- **eagle**
  - #eye
  - -eyed **(u.m.)**
  - stone
  - -winged **(u.m.)**
- **ear**
  - ache
  - cap
  - drop
  - drum
  - flap
  - guard
  - hole
  - lap
  - mark
  - -minded **(u.m.)**
  - #muff
  - phone
  - pick
  - piece
  - -piercing **(u.m.)**
  - plug
  - ring
  - screw
  - shot
  - sore
  - splitting
  - tab
  - wax
  - wig
  - witness
- **earth**
  - bank
  - board
  - born
  - bound
  - -bred **(u.m.)**
  - #crust
  - fall
  - fast
  - -fed **(u.m.)**
  - fill
  - grubber
  - #hole
  - #house
  - kin
  - light
  - lit
  - maker
  - making
  - mover
  - moving
  - nut
  - quake
  - -shaking **(u.m.)**
  - slide
  - #spring
  - -stained **(u.m.)**
  - wall
  - ward
  - wide
  - work
- **earthen**
  - hearted
  - ware
- **east**
  - bound
  - -central **(u.m.)**
  - #end
  - going
  - land
  - -northeast
  - #side
  - -sider
  - -southeast
  - ward
- **Easter**
  - tide
  - time
- **easy**
  - going
  - hearted
  - mark (n.)
  - -rising **(u.m.)**
  - -spoken **(u.m.)**
- **eaves**
  - drop
  - dropper
  - dropping
  - #molding
- **edge**
  - maker
  - making
  - man

- **edge—con.**
  - #plane
  - shot
  - stone
  - ways
  - wise
- **eel**
  - cake
  - catcher
  - catching
  - fare
  - #netting
  - pot
  - pout
  - shop
  - skin
  - spear
  - worm
- **egg**
  - beater (all meanings)
  - bound
  - cup
  - eater
  - fruit
  - head (nonliteral)
  - hot (n.)
  - nog
  - plant
  - -shaped (u.m.)
  - shell
  - -white (u.m.)
- **eight**
  - -angled (u.m.)
  - #ball
  - fold
  - penny (nail)
  - -ply (u.m.)
  - score
  - -wheeler
- **elbow**
  - board
  - chair
  - room
- **elder**
  - #brother
  - brotherhood
  - brotherly
  - -leaved (u.m.)
  - man
  - woman
- **electro** (c.f.)
  - -optics
  - -osmosis
  - -ultrafiltration
  - *rest one word*
- **embryo** (c.f.)
  - *all one word*
- **empty**
  - handed
  - headed
  - hearted
  - -looking (u.m.)
  - #word
- en #banc, #gros, #route
- enamelware
- **encephalo** (c.f.)
  - *all one word*
- **end**
  - -all (n., u.m.)
  - bell
  - board
  - brain
  - gate
  - #grain
  - lap
  - line
  - long
  - -match (v.)
  - matcher
  - -measure (v.)
  - most
  - #paper
  - piece
  - -shrink (v.)
  - ways
- **ender**
  - -on
  - -up
- **endo** (c.f.)
  - *all one word*
- **engine**
  - -driven (u.m.)
  - #driver
  - house
  - maker
  - man
  - room
  - #shop
  - -sized (u.m.)
  - smith
  - work
  - #worker
  - #yard
- **entero** (c.f.)
  - *all one word*
- **entry**
  - #book
  - man
  - way
- **envelope**
  - #holder
  - #maker
- **epi** (pref.)
  - *all one word*
- **equi** (c.f.)
  - -gram-molar
  - *rest one word*
- **ere**
  - long
  - now
- errorproof
- **erythro** (c.f.)
  - *all one word*
- **even**
  - glow
  - handed
  - minded
  - -numbered (u.m.)
  - song
  - -tempered (u.m.)
  - tide
  - time
- **ever**
  - -abiding (u.m.)
  - bearing
  - blooming
  - -constant (u.m.)
  - -fertile (u.m.)
  - glade
  - going
  - green
  - lasting
  - more
  - -normal (u.m.)
  - -present (u.m.)
  - -ready (u.m.)
  - sporting (biol.)
  - which
  - wise
- **every**
  - body
  - day (n., u.m.)
  - #day (each day)
  - how
  - one (all)
  - #one (distributive)
  - thing
  - #time
  - where
- **evil**
  - doer
  - doing
  - #eye
  - -eyed (u.m.)
  - -faced (u.m.)
  - hearted
  - -looking (u.m.)
  - minded (u.m.)
  - sayer
  - speaker
  - speaking
  - wishing
- **ex**
  - #cathedra
  - cathedral
  - communicate
  - -governor
  - #libris
  - #officio
  - #post #facto
  - #rights
  - -serviceman
  - -trader
- **express**
  - man
  - #train
  - way
- **extra**
  - -alimentary
  - #allowance
  - -American
  - #binding
  - bold
  - bound
  - -Britannic
  - -condensed (u.m.)
  - #current
  - curricular
  - -fine(u.m.)
  - hazardous
  - judicial
  - -large (u.m.)
  - -long (u.m.)
  - marginal
  - mural
  - ordinary
  - polar
  - -strong (u.m.)
  - territorial
  - vascular
- **eye**
  - #appeal
  - ball
  - bank
  - bar
  - blink
  - -blurred (u.m.)
  - bolt
  - brow
  - -conscious (u.m.)
  - cup
  - flap
  - glance
  - glass
  - hole
  - lash
  - lens
  - lid
  - light
  - line
  - mark
  - -minded (u.m.)
  - #opener
  - peep
  - piece
  - pit
  - point
  - service
  - shade
  - shield
  - shot
  - sick
  - sight
  - sore
  - spot
  - -spotted (u.m.)
  - stalk
  - stone
  - strain
  - string
  - tooth
  - wash
  - water
  - wear
  - #weariness
  - wink
  - winker
  - witness
  - witnessing
- **F**
  - -flat
  - -horn
  - -sharp
- **fable**
  - #book
  - land
  - maker
  - teller
- **face**
  - about (n., u.m., v.)
  - #ache
  - -arbor (v.)
  - cloth
  - -harden (v.)
  - -hardened (u.m.)
  - lifting
  - maker
  - making
  - man
  - mark
  - -on (n., u.m.)
  - piece
  - plate
  - up (n., u.m.)
  - wise
  - work
- **fact**
  - book
  - finding
- **fade**
  - away (n., u.m.)
  - -in (n., u.m.)
  - out (n., u.m.)
- **faint**
  - heart
  - hearted
  - #ruling (printing)
  - -voiced (u.m.)
- **fair**
  - ground
  - -lead (n., u.m.)
  - minded
  - play
  - -skinned (u.m.)
  - #trade
  - water
  - way
- **fairy**
  - folk
  - hood
  - land
  - like
  - stone
  - tale
- **faith**
  - breaker
  - breaking
  - #cure
  - worthy
- **fall**
  - away (n., u.m.)
  - back (n., u.m.)
  - fish
  - #guy
  - -in (n., u.m.)
  - out (n., u.m.)
  - -plow (v.)
  - -sow (v.)
  - time
  - trap
  - way
  - #wheat
  - #wind
- fallow #land
- **false**
  - -bottomed (u.m.)
  - #face
  - -faced (u.m.)
  - hearted
  - hood
  - #keel
  - -tongued (u.m.)
  - work
- **fame**
  - -crowned (u.m.)
  - -thirsty (u.m.)
  - worthy
- **fan**
  - back
  - bearer
  - #belt
  - #blade
  - #dance
  - fare
  - fish
  - fold
  - foot
  - house
  - -leaved (u.m.)
  - light
  - maker
  - making
  - man
  - marker
  - -shaped (u.m.)
  - tail
  - -tailed (u.m.)
- **fancy**
  - #dress
  - -free (u.m.)
  - -loose (u.m.)
  - work
  - -woven (u.m.)
  - -wrought (u.m.)
- **far**
  - -aloft (u.m.)
  - away (n., u.m.)
  - -borne (u.m.)
  - #cry
  - -distant (u.m.)
  - -eastern (u.m.)
  - -famed (u.m.)
  - fetched
  - flung (u.m.)
  - going
  - gone
  - -off (u.m.)
  - -reaching (u.m.)
  - seeing
  - -seen (u.m.)
  - -set (u.m.)
  - sight
  - sighted
- **farm**
  - #bloc
  - -bred (u.m.)
  - hand
  - hold
  - house
  - land
  - owner
  - place
  - stead
  - steading
  - work
  - worker
  - yard
- **fashion**
  - -led (u.m.)
  - monger
  - #piece (naut.)
  - #plate
  - -setting (u.m.)
- **fast**
  - -anchored (u.m.)
  - bound
  - -dyed (u.m.)
  - going
  - hold
  - -moving (u.m.)
  - -read (v.)
  - -reading (u.m.)
  - #time (daylight saving)
- **fat**
  - #acid
  - back
  - backed
  - -bellied (u.m.)
  - brained
  - -free (u.m.)
  - head
  - headed
  - hearted
  - -soluble (u.m.)

- **father**
  - -confessor
  - -in-law
  - land
- **fault**
  - finder
  - finding
  - line
  - slip
- faux #pas
- **fear**
  - -free (u.m.)
  - nought
  - -pursued (u.m.)
  - -shaken (u.m.)
- **feather**
  - bed (v.)
  - bedding
  - bone
  - brain
  - brained
  - edge
  - edged
  - -footed (u.m.)
  - head
  - headed
  - -leaved (u.m.)
  - man
  - stitch
  - -stitched (u.m.)
  - -stitching
  - -tongue (v.)
  - way
  - weight
  - wing (moth)
  - work
  - worker
- fed-up (u.m.)
- **feeble**
  - -bodied (u.m.)
  - brained
  - hearted
  - minded
- **feed**
  - back (n., u.m.)
  - bag
  - bin
  - board
  - box
  - crusher
  - cutter
  - head
  - lot
  - mixer
  - pipe
  - rack
  - store
  - stuff
  - #tank
  - #truck
  - #valve
  - way
  - #wire
- **feeder**
  - -in
  - -up
- **fellow**
  - craft
  - ship
  - *rest two words*
- **felt**
  - cutter
  - -lined (u.m.)
  - maker
  - making
  - packer
  - #roller
  - #roofer
  - work
  - worker
- **fen**
  - bank
  - land
  - man
- **fence**
  - maker
  - post
  - #row
- **fern**
  - -clad (u.m.)
  - grower
  - land
  - leaf
  - -leaved (u.m.)
- **ferro** (c.f.)
  - -carbon-titanium
  - -uranium
  - *rest one word*
- **ferry**
  - boat
  - #bridge
  - #car
  - house
  - man
  - master
  - #slip
  - way
- **fever**
  - #heat
  - less
  - like
  - -stricken (u.m.)
  - trap
  - -warm (u.m.)
- **fiber**
  - board
  - -faced (u.m.)
  - stitch
- **fibro** (c.f.)
  - -osteoma
  - *rest one word*
- **fickle**
  - hearted
  - minded (u.m.)
- **fiddle**
  - back
  - -faddle
  - head
  - headed
  - maker
  - -shaped (u.m.)
  - stick
  - string
- **field**
  - ball
  - bird
  - book
  - #corn
  - fare (bird)
  - glass
  - goal
  - house
  - man
  - piece
  - work
  - worker
- **fierce**
  - -eyed (u.m.)
  - hearted
  - -looking (u.m.)
- **fiery**
  - -flaming (u.m.)
  - -hot (u.m.)
  - -red (u.m.)
  - -tempered (u.m.)
- **fig**
  - bar
  - eater
  - leaf
  - shell
- **figure**
  - head
  - -of-eight (u.m.)
  - #work (printing)
- **file**
  - card
  - fish
  - #grinder
  - -hard (u.m.)
  - maker
  - making
  - setter
  - smith
  - -soft (u.m.)
- **fill**
  - -in (n., u.m.)
  - out (n., u.m.)
  - -up (n., u.m.)
- **filler**
  - cap
  - -in
  - -out
  - -up
  - #wall
- **film**
  - cutter
  - goer
  - going
  - land
  - #paper
  - slide
  - strip
  - -struck (u.m.)
- **fin**
  - back
  - fish
  - foot (bird)
  - #keel
  - -shaped (u.m.)
- **fine**
  - -cut (u.m.,v.)
  - -draw (v.)
  - -drawn (u.m.)
  - -featured (u.m.)
  - -looking (u.m.)
  - -set (u.m.)
- **finger**
  - breadth
  - -cut (u.m.)
  - fish
  - hold
  - hole
  - hook
  - mark
  - nail
  - parted
  - post
  - print
  - shell
  - spin
  - stall
  - stone
  - tip
  - work
- **fire**
  - arm
  - back (n.)
  - ball
  - bell
  - bird
  - board
  - boat
  - bolt
  - box
  - brand
  - brat
  - break
  - brick
  - bug
  - -burnt (u.m.)
  - #call
  - -clad (u.m.)
  - #clay
  - coat
  - cracker
  - crest
  - -cure (v.)
  - damp
  - #drill
  - -eater
  - fall
  - fang
  - fanged
  - fighter
  - fighting
  - fly
  - guard
  - -hardened (u.m.)
  - hose
  - house
  - light
  - line
- **fire—con.**
  - lit
  - man
  - pit
  - place
  - plow
  - plug
  - -polish (v.)
  - power
  - proof
  - -red (u.m.)
  - -resistant (u.m.)
  - room
  - safe
  - safety
  - side
  - spout
  - stone
  - #test
  - trap
  - truck
  - wall
  - warden
  - water
  - wood
  - work
  - worker
- **firm**
  - -footed (u.m.)
  - hearted
  - -set (u.m.)
  - -up (n., u.m.)
- **first**
  - #aid
  - -aider
  - -born (u.m.)
  - -class (u.m.)
  - comer
  - hand (adv., u.m.)
  - line (u.m.)
  - -made (u.m.)
  - -named (u.m.)
  - -nighter
  - -rate (u.m.)
  - -rater
- **fish**
  - back
  - backed
  - bed
  - -bellied (u.m.)
  - berry
  - bolt
  - bone
  - cake
  - #day
  - eater
  - eye
  - -eyed (u.m.)
  - fall
  - -fed (u.m.)
  - food
  - garth
  - hook
  - house
  - -joint (v.)
  - line
  - man
  - #market
  - meal
  - monger
  - mouth
  - plate
  - pond
  - pool
  - pot
  - pound
  - skin
  - #stick
  - tail
  - trap
  - way
  - weir
  - wife
  - woman
  - works
  - yard
- **fisher**
  - boat
  - boy
  - folk
  - girl
  - man
  - people
  - woman
- fishyback (n., u.m.)
- **fit**
  - out (n.)
  - strip
- **five**
  - bar
  - fold
  - -ply (u.m.)
  - -pointed (u.m.)
  - -reeler
  - score
  - -shooter
- **flag**
  - bearer
  - boat
  - maker
  - making
  - pole
  - post
  - -raising (u.m.)
  - ship
  - -signal (v.)
  - staff
  - stick
  - stone
  - #stop
  - worm
- **flame**
  - -colored (u.m.)
  - -cut (v.)
  - proof
  - thrower
  - tight
- **flange**
  - #nut
  - way
- **flannel**
  - mouth
  - mouthed
- **flap**
  - cake
  - doodle
  - -eared (u.m.)
  - jack
- **flare**
  - back (n., u.m.)
  - board
  - light
  - out (n., u.m.)
  - path
  - up (n., u.m.)
- **flash**
  - back (n., u.m.)
  - board
  - bulb
  - card
  - gun
  - lamp
  - light
  - over (n., u.m.)
  - pan
  - point
  - power
  - proof
- **flat**
  - back (bookbinding)
  - bed (printing)
  - boat
  - -bottomed (u.m.)
  - car
  - -compound (v.)
  - fish
  - fold
  - foot (n.)
  - footed
  - hat
  - head
  - headed
  - iron

- **flat**—con.
  - land
  - nose
  - out (n., u.m.)
  - -rolled (u.m.)
  - #silver
  - top
  - -topped (u.m.)
  - ware
  - way
  - wise
  - woods
  - work
  - yard
- **flax**
  - board
  - drop
  - field
  - -leaved (u.m.)
  - man
  - -polled (u.m.)
  - seed
  - wife
  - woman
- **flea**
  - bite
  - -bitten (u.m.)
  - hopper
- **fleet**
  - foot
  - -footed (u.m.)
  - wing
- **flesh**
  - brush
  - fly
  - hook
  - -pink (u.m.)
  - pot
- **fleur-de-lis**
- **flight**
  - -hour
  - path
  - -test (v.)
- **flim**
  - flam
  - flammer
- **flint**
  - #glass
  - hearted
  - lock
  - #paper
  - work
  - worker
- **flip**
  - -flap
  - -flop
  - over (n., u.m.)
  - -up (n., u.m.)
- **float**
  - board
  - #iron
  - maker
  - man
  - plane
  - stone
  - work
- **flock**
  - book
  - man
  - master
  - owner
  - wise
- **flood**
  - board
  - cock
  - flow
  - gate
  - lamp
  - light
  - lighting
  - mark
  - #plain
  - tide
  - time
  - wall
  - water
  - way
  - wood
- **floor**
  - beam
  - board
  - cloth
  - head
  - lamp
  - line
  - load
  - man
  - mat
  - mop
  - #plug
  - #show
  - space
  - stain
  - walker
  - ward
  - #wax
  - -waxing (u.m.)
  - way
  - wise
  - work
- flophouse
- **flour**
  - bag
  - bin
  - #blender
  - #grinder
  - maker
  - making
  - #mill
  - #miller
  - #mixer
  - sack
- **flow**
  - meter
  - off (n., u.m.)
  - sheet
- **flower**
  - bed
  - bud
  - -crowned (u.m.)
  - #cup
  - #grower
  - -hung (u.m.)
  - maker
  - making
  - piece
  - pot
  - -scented (u.m.)
  - #shop
  - #show
  - #stalk
  - time
  - work
- **flue**
  - -cure (v.)
  - man
- **fluid**
  - -compressed (u.m.)
  - extract (pharm.) (n.)
  - glycerate
  - #ounce
- **fluo** (c.f.)
  - *all one word*
- **fluoro** (c.f.)
  - *all one word*
- **flush**
  - bound
  - -cut (u.m.)
  - -decked (u.m.)
  - -decker
  - gate
  - #head (printing)
  - #tank
- **flute**
  - bird
  - like
  - mouth (fish)
  - work
- **fluvio** (c.f.)
  - *all one word*
- **fly**
  - away
  - back
  - ball
  - -bitten (u.m.)
  - blow
- **fly**—con.
  - blown
  - boat
  - boy
  - -by-night (n., u.m.)
  - catcher
  - catching
  - eater
  - -fish (v.)
  - -fisher
  - -fisherman
  - #fishing
  - flap
  - flapper
  - -free (u.m.)
  - leaf
  - line
  - man
  - over (n., u.m.)
  - paper
  - proof
  - sheet
  - speck
  - -specked (u.m.)
  - tail
  - tier
  - trap
  - way
  - weight
  - wheel
  - winch
- **flying**
  - #boat
  - #bomb
  - #fish
- **foam**
  - bow
  - -crested (u.m.)
  - #rubber
  - -white (u.m.)
- **fog**
  - born
  - bound
  - bow
  - dog
  - eater
  - -hidden (u.m.)
  - horn
  - -ridden (u.m.)
- **fold**
  - -in
  - up (n., u.m.)
- **folk**
  - craft
  - #dance
  - free (u.m.)
  - lore
  - song
  - way
- **follow**
  - through (n., u.m.)
  - up (n., u.m.)
- follower-up
- **food**
  - grower
  - packer
  - shop
  - sick
  - stuff
- **fool**
  - fish
  - hardy
  - headed
  - proof
- foolscap
- **foot**
  - -and-mouth (u.m.)
  - ball
  - band
  - bath
  - blower
  - board
  - brake
  - breadth
  - bridge
  - -candle
  - fall
  - -free (u.m.)
  - gear
- **foot**—con.
  - -grain
  - halt
  - hill
  - hold
  - -lambert
  - licker
  - licking
  - light(s)
  - line
  - lining
  - lock
  - locker
  - loose
  - man
  - mark
  - note
  - noted
  - pad
  - path
  - pick
  - plate
  - -pound
  - -pound-second
  - power
  - print
  - race
  - rail
  - rest
  - room
  - rope
  - scald
  - -second
  - slogger
  - sore
  - stalk
  - stall
  - step
  - stick
  - stock
  - stone
  - stool
  - -ton
  - walk
  - wall
  - way
  - wear
  - -weary (u.m.)
  - work
  - worn
- **for** (pref.)
  - *all one word*
- **fore**
  - -age
  - -and-aft (n., u.m.)
  - -and-after (n.)
  - -edge
  - -end
  - -exercise
  - *rest one word*
- **forest**
  - bound
  - -clad (u.m.)
  - -covered (u.m.)
  - craft
  - #land
  - side
- **fork**
  - head
  - lift
  - maker
  - man
  - -pronged (u.m.)
  - smith
  - tail
  - -tailed (u.m.)
- **form**
  - board
  - #letter
  - #work (printing)
- **forth**
  - coming
  - right
  - with
- **fortune**
  - #hunter
  - #hunting
  - teller
  - telling
- forty-niner
- **foul**
  - #ball
  - #line
  - -looking (u.m.)
  - mouthed
  - #play
  - -spoken (u.m.)
  - -tongued (u.m.)
  - up (n., u.m.)
- **foundry**
  - man
  - #proof (printing)
- **fountain**
  - head
  - #pen
- **four**
  - -bagger
  - -ball (u.m.)
  - -eyed (u.m.)
  - -eyes (fish)
  - flush
  - flusher
  - flushing
  - fold
  - -footed (u.m.)
  - -in-hand (n., u.m.)
  - -masted (u.m.)
  - -master
  - penny (nail)
  - -ply (u.m.)
  - score
  - some
  - square
  - squared
  - -wheeler
- **fox**
  - -faced (u.m.)
  - fish
  - hole
  - hound
  - #hunting
  - skin
  - skinned
  - tail
  - tailed
  - #terrier
  - trot
- **fracto** (c.f.)
  - *all one word*
- **frame**
  - house
  - maker
  - making
  - smith
  - up (n., u.m.)
  - work
  - worker
- frankhearted
- **free**
  - board
  - boot
  - booter
  - born
  - drop
  - -for-all (n., u.m.)
  - -grown (u.m.)
  - hand (drawing)
  - handed
  - hearted
  - hold
  - holder
  - lance
  - lancer
  - loader
  - loading
  - man
  - martin
  - -minded
  - masonry
  - #port
  - -spoken (u.m.)
  - standing (u.m.)
  - stone
  - thinker
  - thinking
  - #trade
  - trader
  - way (highway)

free—con.
wheel (u.m., v.)
wheeler
wheeling
#will (n.)
will (u.m.)
woman
freed
man
woman
freeze
down (n., u.m.)
out (n., u.m.)
up (n., u.m.)
freight
#house
-mile
#room
French
man
-minded (u.m.)
woman
fresh
hearted
-looking (u.m.)
man
-painted (u.m.)
fret
work
worked
friarbird
frock
#coat
maker
frog
belly
eater
-eyed (u.m.)
face
fish
hopper
land
mouth
nose
pond
skin
tongue (medicine)
front
-focused (u.m.)
line
#page
piece
stall
-wheel (u.m.)
frontiersman
fronto (c.f.)
-occipital
-orbital
rest one word
frost
bird
bite
bound
bow
fish
-free (u.m.)
-hardy (u.m.)
-heaving (u.m.)
-killed (u.m.)
lamp
line
proof
work
fruit
cake
fly
grower
growing
man
picker
#shop
stalk
#sugar
time
wise
woman
frying #pan

fuel
#line
#oil
wood
full
back
-bellied (u.m.)
blood
blooded
bloodedness
-bound (u.m.)
face
faced
-fashioned (u.m.)
-flowering (u.m.)
-grown (u.m.)
-handed (u.m.)
-headed (u.m.)
hearted
-lined (u.m.)
#load
mouth
mouthed
#speed
-strength (u.m.)
-time (u.m.)
#weight
fund
holder
raising
funnel
form
maker
-shaped (u.m.)
fur
-clad (u.m.)
coat
-lined (u.m.)
#lining
-trimmed (u.m.)
fuse
#block
board
#gage
plug

G
-major
-man
-minor
-sharp
gabfest
gad
about (n., u.m.)
fly
wall (duck)
gaff-topsail
gag
-check (v.)
#law
man
root
#rule
gage
#block
line
pin
gain
say
sayer
saying
set
-sharing (u.m.)
speaking
twist
galact(o) (c.f.)
all one word
gall
bladder
fly
stone
galley
man
#proof (printing)
-west (u.m.)
worm
galvano (c.f.)
all one word

game
bag
cock
craft
#fowl
keeper
keeping
room
gang
land
man
master
plank
#press
saw
way
wayman
gape
seed
worm
garageman
garbage
#can
man
#truck
garnet
-brown (u.m.)
work
gas
bag
-driven (u.m.)
field
-fired (u.m.)
firing
fitter
fitting
-heated (u.m.)
holder
house
-laden (u.m.)
lamp
light
lighted
lighting
line
lock
#main
maker
man
#mask
meter
tight
#well
worker
works
gastro (c.f.)
-omental
rest one word
gate
house
keeper
leg (u.m.)
legged (u.m.)
man
pin
post
tender
ward
way
wayman
wise
woman
works
gay
cat
-colored (u.m.)
#dog
-looking (u.m.)
gear
box
case
-driven (u.m.)
fitter
maker
man
-operated (u.m.)
set
shift
wheel

gelatin
-coated (u.m.)
maker
-making (u.m.)
gelatino (c.f.)
bromide
chloride
gem
cutter
-set (u.m.)
#stone
work
genito (c.f.)
all one word
gentle
folk
hearted
-looking (u.m.)
man (n.)
-mannered (u.m.)
mouthed
-spoken (u.m.)
woman (n.)
geo (c.f.)
all one word
germ
#cell
-free (u.m.)
#layer
proof
gerrymander
get
-at-able
away (n., u.m.)
off (n., u.m.)
-together (n., u.m.)
up (n., u.m.)
ghost
craft
-haunted (u.m.)
land
#town
write (v.)
writer
giddy
brain
brained
head
headed
-paced (u.m.)
gilt
-edge (u.m.)
-edged (u.m.)
head (fish)
tail
gin
house
-run (u.m.)
ginger
#ale
bread
-colored (u.m.)
snap
spice
work
give
-and-take (n., u.m.)
away (n., u.m.)
glacio (c.f.)
all one word
glad
-cheered (u.m.)
hearted
-sad
glass
blower
blowing
cutter
cutting
-eater
-eyed (u.m.)
fish
-hard (u.m.)
house
maker
making
man
#paper
ware

glass—con.
#wool
work
worker
working
works
glauco (c.f.)
all one word
glaze
#wheel
work
glidepath
globe
fish
holder
trotter
trotting
glosso (c.f.)
all one word
glove
maker
making
#silk
glow
fly
lamp
meter
worm
gluc(o) (c.f.)
all one word
glue
maker
making
pot
stock
glycero (c.f.)
all one word
glyco (c.f.)
all one word
go
-ahead (n., u.m.)
-around (n., u.m.)
-as-you-please (u.m.)
-back (n., u.m.)
-between (n.)
by (n.)
cart
-devil (n.)
down (n.)
-getter
-getting (n., u.m.)
-off (n., u.m.)
goal
keeper
mouth (fish)
post
goat
-bearded (u.m.)
-drunk (u.m.)
-eyed (u.m.)
fish
herd
land
#milk
skin
stone
sucker (bird)
goat's
-hair
-horn
God
-conscious (u.m.)
-fearing (u.m.)
-forsaken (u.m.)
-given (u.m.)
head
-man
-ordained (u.m.)
-sent (u.m.)
-sped (u.m.)
speed
-taught (u.m.)
ward
god
child
daughter
father
head

- **god**—con.
  - hood
  - less
  - like
  - mother
  - parent
  - send
  - ship
  - son
  - sonship
  - wit (bird)
- **goggle**
  - -eye (fish)
  - -eyed (u.m.)
  - -nose (bird)
- goings-on
- **gold**
  - beater
  - beating
  - bound
  - brick (swindle)
  - #brick (of real gold)
  - -bright (u.m.)
  - -brown (u.m.)
  - bug
  - digger
  - digging
  - #dust
  - field
  - -filled (u.m.)
  - finch
  - finny (fish)
  - fish
  - foil
  - hammer (bird)
  - head (bird)
  - -inlaid (u.m.)
  - leaf
  - maker
  - making
  - plate (v.)
  - -plated (u.m.)
  - -plating (u.m.)
  - #rush
  - smith
  - smithing
  - stone
  - tail (moth)
  - water (liquor)
  - work
  - worker
  - -wrought (u.m.)
- **golden**
  - #age
  - eye (bird)
  - -fingered (u.m.)
  - -headed (u.m.)
  - #mean
  - mouthed
  - wing (bird)
- **good**
  - by
  - #fellow
  - -fellowship
  - -for-nothing (n., u.m.)
  - hearted
  - -looker
  - -looking (u.m.)
  - -natured (u.m.)
  - #will (kindness)
  - will (asset)
- **goose**
  - beak (fish)
  - bird
  - bone
  - -cackle
  - #egg
  - -eyed (u.m.)
  - fish
  - flesh
  - -footed (u.m.)
  - herd
  - house
  - mouth
  - neck
  - necked
  - pimples
  - pimply
- **goose**—con.
  - rump
  - rumped
  - skin
  - step
  - stepper
  - wing
  - winged
- **gospel**
  - like
  - -true (u.m.)
- gourdhead
- **Government** (U.S. or foreign)
  - -in-exile
  - -owned (u.m.)
  - -wide (u.m.)
- governmentwide (State, city, etc.)
- **grab**
  - -all (n., u.m.)
  - hook
  - rope
- **grade**
  - finder
  - line
  - mark
- **grain**
  - #alcohol
  - -cut (u.m.)
  - field
  - -laden (u.m.)
  - land
  - man
  - mark
  - sick
- **gram**
  - -fast (u.m.)
  - -meter
  - -molecular
  - -negative (u.m.)
  - -positive (u.m.)
- **grand**
  - aunt
  - child
  - daughter
  - father
  - fatherly
  - mother
  - motherly
  - nephew
  - niece
  - parent
  - sire
  - son
  - stand
  - uncle
- **granite**
  - like
  - ware
- grant-in-aid
- **grape**
  - fruit
  - juice
  - -leaved (u.m.)
  - seed
  - shot
  - skin
  - stalk
  - stone
  - vine
- **graph**
  - alloy
  - #paper
- **grapho** (c.f.)
  - *all one word*
- **grass**
  - bird
  - #blade
  - -clad (u.m.)
  - -covered (u.m.)
  - cutter
  - flat
  - -green (u.m.)
  - hop
  - hopper
  - land
  - nut
  - plot
- **grass**—con.
  - quit (bird)
  - roots (nonliteral)
  - widow
  - widower
  - widowhood
- **grave**
  - bound
  - clothes
  - digger
  - digging
  - maker
  - making
  - side
  - stead
  - stone
  - ward
  - yard
- **gravel**
  - -blind (u.m.)
  - stone
- **gray**
  - back (n., u.m.)
  - beard (n.)
  - -clad (u.m.)
  - coat (n.)
  - -eyed (u.m.)
  - fish
  - -haired (u.m.)
  - head
  - -headed (u.m.)
  - #market
  - out (n., u.m.)
  - pate (bird)
- **grease**
  - #gun
  - #pit
  - proof
- **great**
  - -aunt
  - coat
  - coated
  - -eared (u.m.)
  - -grandchild
  - -granddaughter
  - -grandfather
  - -grandmother
  - -grandson
  - head (duck)
  - -headed (u.m.)
  - heart
  - hearted
  - mouthed
  - -nephew
  - -niece
  - -uncle
- **green**
  - back (n., u.m.)
  - backed
  - belt (community)
  - bone (fish)
  - -clad (u.m.)
  - -eyed (u.m.)
  - finch
  - fish
  - gage (plum)
  - gill
  - grocer
  - grocery
  - head (duck)
  - headed
  - hearted
  - horn
  - house
  - keeper
  - keeping
  - -leaved (u.m.)
  - room
  - sand (geology)
  - sick
  - stone (mineral)
  - stuff
  - sward
  - tail (fish)
  - town (community)
  - ware
  - wing (bird)
  - #wood (literal)
- **green**—con.
  - wood (forest)
  - yard
- greyhound
- **grid**
  - iron
  - #leak
  - line
- griddlecake
- **grill**
  - room
  - work
- grindstone
- **grip**
  - man
  - sack
  - wheel
- gristmill
- **gross**
  - -minded (u.m.)
  - #weight
- grottowork
- **ground**
  - bird
  - borne
  - #glass
  - hog
  - man
  - mass
  - nut
  - path
  - plot
  - power
  - #sluice
  - -sluicer
  - speed
  - #swell
  - time
  - ward
  - wave
  - #water
  - work
- **group**
  - -connect (v.)
  - #insurance
- **grown**
  - up (n., u.m.)
  - upness
- **grub**
  - #hoe
  - stake
- **guard**
  - house
  - line (printing)
  - plate
  - rail
  - room
  - #wire
- guardsman
- **guess**
  - rope
  - warp
  - work
- **guest**
  - chamber
  - house
  - room
  - rope
- **guide**
  - board
  - book
  - craft
  - line
  - post
  - #rail
  - way
  - #word
- guided-missile (u.m.)
- guider-in
- **guinea**
  - #fowl
  - #hen
  - #pig
- **gum**
  - #arabic
  - boil
  - chewer
  - digger
  - drop
- **gum**—con.
  - field
  - -gum
  - lac
  - maker
  - making
  - -saline (n.)
  - shoe
- **gun**
  - #barrel
  - bearer
  - boat
  - builder
  - cotton
  - crew
  - deck
  - fight
  - fighter
  - fighting
  - fire
  - flint
  - house (naval)
  - lock
  - maker
  - making
  - man
  - #mount
  - paper
  - pit
  - play
  - point
  - powder
  - power
  - rack
  - -rivet (v.)
  - room
  - runner
  - running
  - shop
  - shot
  - -shy (u.m.)
  - sight
  - smith
  - stock
  - wale
- **gut**
  - less
  - string
- guttapercha
- **gutter**
  - blood
  - -bred (u.m.)
  - man
  - snipe
  - spout
- **gymno** (c.f.)
  - *all one word*
- **gyneco** (c.f.)
  - *all one word*
- **gyro**
  - #horizon
  - #mechanism
  - #pelorus
  - plane, compass, etc.
  - *as combining form, one word*
- H
  - -bar
  - -beam
  - -piece
- **H**
  - -bomb
  - -hour
- **hack**
  - barrow
  - hammer
  - log
  - man
  - saw
- **hag**
  - born
  - fish
  - ride (v.)
  - ridden

hail
#fellow
stone
storm
hair
band
bird
breadth
brush
-check (n.)
cloth
cut (n.)
do
dresser
dressing
-fibered (u.m.)
line
lock
pin
#raiser
#ribbon
space (printing)
splitter
splitting
spring
stone
streak
stroke (printing)
#trigger
work
worm
half
-and-half (n., u.m.)
-afraid
-alive
-angry
back (football)
-backed (u.m.)
-baked (u.m.)
beak (fish)
#binding
blood (n.)
blooded
-bound (u.m.)
-bred (u.m.)
breed
caste
#cent
-clear
cock (v.)
cocked (nonliteral)
-dark
#day
deck
-decked (u.m.)
-decker
-feed (v.)
headed
hearted
#hour
-hourly (u.m.)
#load
-loaded (u.m.)
-mast
#measure
#mile
-miler
-monthly (u.m.)
#moon
#nelson
-on (n., u.m.)
pace
paced
#past
penny
pennyworth
-ripe
-shy
-sole (v.)
#speed
stitch
-strength (u.m.)
title
tone (printing)
track
-true
-truth
way
half—con.
-weekly (u.m.)
wit
-witted (u.m.)
-yearly (u.m.)
hall
boy
mark
way
ham
shackle
string
hammer
bird
cloth
dress (v.)
-hard (u.m.)
-harden (v.)
-hardened (u.m.)
#hardening
head
headed
lock
maker
man
proof
smith
stone
#thrower
toe
-weld (v.)
work
-wrought (u.m.)
hand
bag
ball
baller
bank (v.)
barrow
bill
book
-bound (u.m.)
bow
brake
breadth
-built (u.m.)
car
-carry (v.)
cart
-carve (v.)
clap
clapping
clasp
-clean (v.)
craft
crank
cuff
cuffed
-cut (v.)
#drill
-embroidered (u.m.)
-fed (v.)
#fishing
fold
grasp
grip
guard
gun
-high (u.m.)
hold
hole
-in-hand (u.m.)
kerchief
-knit (v.)
-knitter
laid
-letter (v.)
#lever
lift (truck)
like
line
liner
made
maid
-me-down (n., u.m.)
mill
mix (v.)
hand—con.
mold (v.)
off (n., u.m.)
out (n., u.m.)
pick (v.)
picked
post
press
pressman
print
rail
railing
reading
saw
scrape (v.)
set
shake
shaking
spade
spike
splice
split
spring
spun
-stamp (v.)
stand
stitch
stone
stroke
stuff
-tailored (u.m.)
tap
tight
tool
-tooled (u.m.)
-tooling (u.m.)
truck
wear
weave
wheel
work
worked
worker
working
woven
write (v.)
writing
written
wrought
handie-talkie
handlebar
hang
back (n.)
bird
dog
fire
man
nail
nest (bird)
net
out (n., u.m.)
over (n., u.m.)
worm
hanger
-back
-on
-up
happy-go-lucky
hara-kiri
harbor
master
side
hard
-and-fast (u.m.)
back (beetle)
-baked (u.m.)
-bitten (u.m.)
-boiled (u.m.)
fist (n.)
fisted
handed
hat (n.)
head
headed
hearted
-hit (u.m.)
-looking (u.m.)
mouth (fish)
mouthed
hard—con.
pan
-pressed (u.m.)
#rubber
-set (u.m.)
#shell (n.)
ship
spun
stand
standing
tack
tail (fish)
top (auto)
#up
ware
wareman
way (beach)
#wheat
-won (u.m.)
wood
#work
wrought
hare
brain
brained
foot
footed
hearted
hound
lip
lipped
-mad (u.m.)
harness
maker
-making (u.m.)
#race
harum-scarum
harvest
#lice
man
time
has-been (n.)
hash
house
mark
hat
band
box
brim
brush
cleaner
#hook
maker
making
piece (cap)
pin
rack
rail
shop
stand
store
#tree
hatch
man
way
work
hatchet
#face
-faced (u.m.)
fish
man
#stake
haul
about (n., u.m.)
away (n., u.m.)
back (n.)
haulageway
have-not (n., u.m.)
haversack
hawk
bill
-billed (u.m.)
-nosed (u.m.)
hawse
hole
#hook
man
piece
pipe
hay
band
bird
cap
cart
cock
#fever
field
fork
grower
lift
loft
maker
making
market
mow
rack
rake
raker
rick
-scented (u.m.)
seed
stack
time
ward
wire
hazel
-eyed (u.m.)
nut
he-man
head
ache
aching
achy
band
bander
block
board
cap
chair
cheese
chute
cloth
dress
-ender
first
fish
foremost
frame
gate
gear
house
hunt
hunter
hunting
lamp
land
ledge
light
lighting
line
liner
lock
long
man
master
mistress
mold
most
note
-on (u.m.)
phone
piece
plate
post
quarters
rail
reach
rest
ring
room
rope
sail
set
setting (printing)
shake
sill
skin
space

head—con.
  spin
  spring
  stall
  stand
  start
  stick
  stock
  stone
  stream
  strong
  strongly
  #tax
  wall
  waiter
  water
  way
  wear
  wind
  work
  worker
  working
  yard
header-up
heal-all (n., u.m.)
healthcraft
hearing #aid
heart
  ache
  aching
  beat
  bird
  block
  blood
  bound
  break
  breaker
  breaking
  broken
  burn
  burning
  deep
  felt
  free (u.m.)
  grief
  heavy
  land
  leaf
  -leaved (u.m.)
  line
  nut
  quake
  seed
  sick
  sickening
  sickness
  sore
  string
  struck
  throb
  -throbbing (u.m.)
  -weary (u.m.)
  wood
hearth
  man
  rug
  stone
  warming
heat
  drops
  maker
  making
  proof
  #pump
  #rash
  -resistant (u.m.)
  stroke
  treat (v.)
  -treating (u.m.)
  #wave
heathland
heaven
  -inspired (u.m.)
  -sent (u.m.)
  ward
  wide
heaver
  -off
  -out
  -over

heavy
  back
  -duty (u.m.)
  -eyed (u.m.)
  -footed (u.m.)
  handed
  headed
  hearted
  -looking (u.m.)
  -set (u.m.)
  #water
  weight (n., u.m.)
hecto (c.f.)
  all one word
hedge
  born
  bound
  breaker
  hog
  hop
  hopper
  maker
  making
  pig
  row
  #trimmer
heel
  ball
  band
  block
  cap
  fast
  grip
  #lift
  maker
  making
  pad
  path
  piece
  plate
  post
  print
  ring
  stay
  strap
  tap
helio (c.f.)
  all one word
hell
  bender
  bent
  born
  bound
  box (printing)
  bred
  cat
  -dark (u.m.)
  diver
  dog
  fire
  hole
  hound
  -red (u.m.)
  ship
help
  mate
  meet
helter-skelter
hem
  stitch
  stitching
hema (c.f.)
  all one word
hemato (c.f.)
  all one word
hemi (pref.)
  all one word
hemo (c.f.)
  all one word
hemp
  seed
  string
hen
  bill
  coop
  -feathered (u.m.)
  fish
  hearted
  house

hen—con.
  pecked
  pecking
  roost
  wife
  woodite
  yard
hence
  forth
  forward
hepato (c.f.)
  all one word
hepta (c.f.)
  all one word
here
  about
  after
  at
  by
  from
  in
  inabove
  inafter
  inbefore
  into
  of
  on
  to
  tofore
  under
  unto
  upon
  with
heroicomic
herringbone
hetero (c.f.)
  -ousia, etc.
  rest one word
hexa (c.f.)
  all one word
hi
  -fi
  jacked
  jacker
  jacking
hide
  -and-seek (n.,u.m.)
  away (n., u.m.)
  bound
  out (n., u.m.)
high
  ball
  binder
  born
  boy
  bred
  brow (nonliteral)
  -caliber (u.m.)
  -class (u.m.)
  #climber
  flier (n.)
  flying (u.m.)
  -foreheaded (u.m.)
  #frequency
  handed
  -hat (v.)
  headed
  hearted
  jinks
  land (n., u.m.)
  lander
  #light (literal)
  light (nonliteral)
  -minded (u.m.)
  #pass
  -power (u.m.)
  -pressure (u.m., v.)
  -priced (u.m.)
  #proof
  -reaching (u.m.)
  -rigger (n.)
  road
  #school (u.m.)
  #seas
  stepper
  stepping
  tail (v.)
  -tension (u.m.)
  #tide

high—con.
  -up (u.m.)
  #water
  way
  wayman
higher-up (n.)
hill
  billy
  bird
  #country
  culture (farming)
  man
  sale
  salesman
  side
  top
hind
  brain
  cast
  foremost
  gut (n.)
  head
  leg
  most
  quarter
  saddle
  #shank
  sight
  wing
hip
  bone
  mold
  shot
hippo (c.f.)
  all one word
histo (c.f.)
  all one word
hit
  -and-miss (u.m.)
  -and-run (u.m.)
  -or-miss (u.m.)
hitch
  hiker
  hiking
hoarfrost
hoary
  -haired (u.m.)
  headed
hob
  goblin
  nail
  nailed
  nailer
  nob
  nobbed
  nobbing
hobbyhorse
hockshop
hocus-pocus
hod
  #carrier
  man
hodgepodge
hog
  back
  -backed (u.m.)
  #cholera
  -faced (u.m.)
  fat
  fish
  frame
  hide
  nose (machine)
  -nosed (u.m.)
  pen
  skin
  sty
  -tie (v.)
  tight
  wash
  -wild (u.m.)
  yard
hog's-back (geol.)
hogshead
hoist
  away (n.)
  man
  way

hold
  all (n., u.m.)
  back (n., u.m.)
  -clear (n., u.m.)
  down (n., u.m.)
  fast (n., u.m.)
  off (n., u.m.)
  out (n., u.m.)
  over (n., u.m.)
  up (n., u.m.)
  upman
holder
  -forth
  -on
  -up
hole
  -high (u.m.)
  man
  through
hollow
  back (bookbinding)
  -backed (u.m.)
  -eyed (u.m.)
  faced
  -ground (u.m.)
  hearted
  ware
holo (c.f.)
  all one word
holy
  #day
  stone
  tide
  #year
home
  -baked (u.m.)
  body
  born
  bound
  bred
  brew
  builder
  building
  comer
  coming
  craft
  -fed (u.m.)
  felt
  freeze (u.m., v.)
  freezer
  freezing
  front
  furnishing(s) (n.)
  goer
  going
  growing
  grown
  keeper
  keeping
  land
  lander
  life
  like
  made
  maker
  making
  owner
  ownership
  owning
  plate
  room
  seeker
  sick
  sickness
  site
  spun
  stead
  steader
  stretch
  town
  ward
  work
  worker
  woven
homeo (c.f.)
  all one word
homo
  #legalis
  #sapiens

omo (c.f.)
-ousia, etc.
rest one word
oney
-colored (u.m.)
comb
combed
combing
dew
dewed
drop
eater
fogle
hearted
-laden (u.m.)
lipped
maker
making
moon
mooner
moonlight
moonstruck
mouthed
pot
sucker
sweet
onor
bound
#man
worthy
ood
cap
mold
wink
winked
winking
oof
beat
bound
mark
print
-printed (u.m.)
ook
ladder
maker
making
man
nose
-nosed (u.m.)
pin
smith
up (n., u.m.)
worm
ooker
-off
-on
-out
-over
-up
oop
maker
making
stick
op
about (n., u.m.)
off (n., u.m.)
scotch
toad
yard
ope #chest
opper
burn
#car
dozer
man
orehound
ormono (c.f.)
all one word
orn
bill
blende
blower
book
-eyed (u.m.)
pipe
stay
stone

horn—con.
tail
tip
work
horny
handed
head (fish)
horse
back
breaker
car
cloth
craft
dealer
fair
fight
fish
flesh
hair
haired
head
herd
hide
hoof
-hour
jockey
keeper
keeping
laugh
laughter
load
man
manship
meat
mint
play
pond
power
power-hour
power-year
pox
race
racer
racing
sense
shoe
shoer
tail
thief
#trade
whip
whipper
woman
hot
bed
blood
-blooded (u.m.)
box
brain
brained
#bread
cake
-cold
dog
foot
head (n.)
headed
hearted
house
#iron
-mix (u.m.)
pack
plate
-press (v.)
rod (nonliteral)
-roll (v.)
-rolled (u.m.)
spot
#type
#war
-work (v).
hotel
keeper
man
hound
#dog
fish

hound—con.
man
shark
hour
glass
#hand
#wheel
house
boat
bound
boy
break
breaker
breaking
broken
builder
building
cleaner
-cleaning (u.m.)
coat
dress
father
fly
furnishing(s) (n.)
guest
hold
holder
holding
keep (v.)
keeper
keeping
line
maid
man
master
mate
mating
mistress
mother
owner
parent
pest
-raising (u.m.)
ridden
room
smith
top
wares
warming
wear
wife
work
wright
how
-do-you-do (n.)
ever
soever
hub
cap
-deep (u.m.)
maker
making
human
kind
like
humble
bee
hearted
-looking (u.m.)
mouthed
-spirited (u.m.)
humdrum
humero (c.f.)
-olecranal
rest one word
hump
back
backed
-shouldered (u.m.)
humpty-dumpty
hunch
back
backed
hundred
fold
-legged (u.m.)
-percenter

hundred—con.
-pounder
weight
hung
#jury
-up (u.m.)
hunger
-mad (u.m.)
-worn (u.m.)
hunts
man
woman
husbandman
hush
-hush
#money
up (n., u.m.)
hydro (c.f.)
electric, plant, power, etc.
#station
rest one word
hygro (c.f.)
all one word
hyper (pref.)
-Dorian, etc.
rest one word
hypo (pref.)
all one word
hystero (c.f.)
-oophorectomy
-salpingo-oophorectomy
rest one word

I
-bar
-beam
-iron
-rail
ice
berg
bird
blind
#blindness
blink
block
boat
bone
bound
box
breaker
breaking
cap
capped
-clad (u.m.)
-cold (u.m.)
-cooled (u.m.)
-covered (u.m.)
craft
#cream
fall
field
fish
#fishing
-free (u.m.)
house
land
line
maker
making
man
pack
plant
plow
quake
#shelf [1]
#storm
#water
work
ichthyo (c.f.)
all one word
ideo (c.f.)
-unit
rest one word

idle
headed
-looking (u.m.)
-minded (u.m.)
#wheel
ileo (c.f.)
all one word
ilio (c.f.)
all one word
ill
-advised (u.m.)
-being (n.)
#blood
-born (u.m.)
-bred (u.m.)
#breeding (n.)
-doing (n., u.m.)
#fame
-fated (u.m.)
#health
-humored (u.m.)
-looking (u.m.)
-treat (v.)
#usage
-use (v.)
#will
-wisher
-wishing (u.m.)
in
-and-in (u.m.)
-and-out (u.m.)
-and-outer
-being (adv., u.m.)
-flight (u.m.)
-law (n.)
asmuch, sofar
#re, #rem, #situ, etc. (Latin)
in (pref.)
active, service, etc.
rest one word
inch
-deep (u.m.)
-long (u.m.)
meal
-pound
-ton
index-digest
india
#ink
#paper
#rubber
indigo
-blue (u.m.)
-carmine (u.m.)
Indo (c.f.)
china [2]
-European, etc.
industrywide
infra (pref.)
-anal
-auricular
-axillary
-esophageal
-umbilical
rest one word
ingot
#iron
maker
man
inguino (c.f.)
all one word
ink
-black (u.m.)
fish
holder
maker
making
mill
mixer
pot
slinger
spot
-spotted (u.m.)
stain
stand
stone

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[1] See note on p. 111.
[2] Decision of U.S. Board on Geographic Names.

ink—con.
well
writer
inn
keeper
yard
inner
#man
spring
ino (c.f.)
all one word
insect-borne (u.m.)
instrumentman
inter (pref.)
-American, etc.
rest one word
intra (pref.)
-atomic, etc.
rest one word
intro (pref.)
all one word
Irish
-American
-born (u.m.)
man
woman
iron
#age
back
bound
-braced (u.m.)
#casing
clad
fisted
-free (u.m.)
handed
hard
headed
hearted
like
-lined (u.m.)
#lung
maker
making
man
master
mold
monger
-red (u.m.)
shod
shot (mineral) (u.m.)
#shot (golf)
side
sided
smith
stone
ware
work
worked
worker
working
works
ironer-up
island
-born (u.m.)
-dotted (u.m.)
man
wide
iso (c.f.)
-octane
-oleic
-osmosis
rest one word
ivory
board
bound
-tinted (u.m.)
#tower
type (photog.)
-white (u.m.)
ivy
bound
-clad (u.m.)
-covered (u.m.)

J-bolt
jack
ass
bird
box
fish
hammer
head
-in-the-box
knife
light
line
man
-of-all-trades
-o'-lantern
-plane (v.)
pot
rabbit
screw
shaft
snipe
stay
straw
tar
#towel
yard
yarder
jail
bird
house
jam
nut
pack
packed
jaw
bone
breaker
breaking
fish
foot
-locked (u.m.)
smith
twister
jay
hawk
hawker
walk
walker
walking
jelly
bean
fish
roll
jerk
#pump
water
jerry
-build (v.)
builder
-built (u.m.)
jestbook
jet
#airliner
#airplane
black (u.m.)
#bomber
liner
plane
power
-powered (u.m.)
prop
-propelled (u.m.)
#propulsion
stream
ware
wash
jew
bird
fish
stone
jewel
-bright (u.m.)
house
-studded (u.m.)
jew's-harp
jib
head
headed
header

jib—con.
man
-o-jib
stay
jig
-a-jig
back
-drill (v.)
man
saw
sawed
sawing
job
holder
#lot
man
#press
#printer
seeker
#shop
site
#ticket
#type
work
joggle
#piece
work
joint
maker
#owner
joke
book
smith
joulemeter
journey
man
work
joy
hop
killer
ride
stick
jukebox
jump
master
off (n., u.m.)
rock
jungle
-clad (u.m.)
-covered (u.m.)
side
junk
board
#dealer
man
yard
jury
#box
#fixer
-fixing (u.m.)
man
-rigged (u.m.)
woman
juxta (c.f.)
-ampullar
-articular
rest one word

K
-ration
-term
keel
block
boat
boatman
fat
haul
hauled
hauling
-laying (u.m.)
#line
man
keep
sake
worthy
kelp
fish
ware

kerato (c.f.)
all one word
kettle
drum
drummer
stitch
key
board
bolt
#drawing (printing)
holder
hole
lock
man
note
noter
ring
seat
seater
smith
stone
stop
way
word
work
worker
kick
about (n., u.m.)
back (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
up (n., u.m.)
kid
#point
skin
kill
deer (bird)
devil
joy
time (n., u.m.)
kiln
-dry (v.)
eye
hole
man
rib
stick
tree
kilo (pref.)
gram-meter
volt-ampere
watt-hour
rest one word
kind
heart
hearted
king
bird
bolt
#crab
craft
fish
fisher
head
hood
hunter
like
maker
making
piece
pin
#post
kins
folk
man
people
woman
kiss-off (n., u.m.)
kitchen
maid
man
#servant
ware
wife
work
kite
flier
flying

kittenhearted
Klans
man
woman
knap
sack
sacked
sacking
knee
-braced (u.m.)
brush
cap
-deep (u.m.)
#halter
-high (u.m.)
hole
#jerk
pad
pan
piece
stone
strap
knick
knack
point
knife
board
#edge
#grinder
like
man
smith
way
knight
-errant
head
hood
knit
back
#goods
wear
work
knob
kerrie
#lock
stick
stone
knock
about (n., u.m.)
away (n., u.m.)
down (n., u.m.)
-knee (n.)
-kneed (u.m.)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
stone
up (n., u.m.)
knocker
-off
-up
knot
hole
horn
work
know
-all (n., u.m.)
-how (n., u.m.)
-it-all (n., u.m.)
-little (n., u.m.)
-nothing (n., u.m)
knuckle
bone
-deep (u.m.)
#duster
-kneed (u.m.)
Ku #Klux #Klan

L
-bar
-beam
-block
-square
labio (c.f.)
all one word
labor
saving
#union

e
ug
dged (u.m.)
dging
naker
naking
nan
aper
iece
ving (insect)
vinged (u.m.)
voman
vork
vorked
vorker
k
ll (n., u.m.)
eard
rain
and
Latin
earning (u.m.)
ove
uster
ense
wit
der
acked (u.m.)
stitch
way
y
beetle
bird
finger
fish
killer
killing
like
ship
ke
bed
front
land
lander
shore
side
trout
mb
like
skin
meduck (nonliteral) (n., u.m.)
mp
black
blown (u.m.)
foot
holder
hole
hour
house
light
lighted
lighter
lit
maker
making
man
post
shade
stand
wick
ice
corporal
man
oblong (u.m.)
d
base
based (u.m.)
bird
blink
born
borne
fall
ast
lood
orm
irl
rabber
rabbing

land—con.
-grant (u.m.)
holder
holding
#horse
lady
line
locked
look
looker
lord
lubber
man
mark
mass
#measure
mine
#office
owner
ownership
owning
plane
-poor (u.m.)
power
right
scape
sick
side
site
slide
slip
#snail
spout
storm
#tax
#taxer
ward
wash
wire
wrack
yard
lantern
-jawed (u.m.)
man
#slide
lap
board
#joint
-lap
robe
#siding
streak
streaked
streaker
weld (v.)
-welded (u.m.)
-welding (u.m.)
wing (bird)
work
large
brained
-eyed
-handed (u.m.)
hearted
#intestine
-minded (u.m.)
mouthed
-scale (u.m.)
lark
-colored (u.m.)
spur
laryngo (c.f.)
all one word
last
-born (u.m.)
-cited (u.m.)
-ditcher
-named (u.m.)
latch
bolt
key
man
string
late
-born (u.m.)
comer
coming
-lamented (u.m.)
-maturing (u.m.)

latero (c.f.)
all one word
lath
-backed (u.m.)
maker
work
lathe
-bore (v.)
man
latter
-day (u.m.)
most
lattice
#stitch
work
laughing
#gas
stock
laundry
maid
man
owner
#room
woman
law
-abiding (u.m.)
book
breaker
breaking
#court
craft
-fettered (u.m.)
giver
giving
maker
making
#office
proof
suit
suiting
lawnmower
lay
away (n., u.m.)
back (n., u.m.)
boy
-by (n.)
down (n., u.m.)
man
-minded (u.m.)
off (n., u.m.)
on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
up (n., u.m.)
woman
layer
-on
-out
-over
-up
lazy
bird
bones
boots
#guy
#jack
legs
lead
-burn (v.)
-filled (u.m.)
-gray (u.m.)
-in (n., u.m.)
line
#line (med., naut. only)
man
off (n., u.m.)
out (n., u.m.)
#pencil
time
way
work
leaden
-eyed (u.m.)
hearted
pated
-souled (u.m.)

leader
#line
work
leaf
boy
bud
bug
-clad (u.m.)
-eating (u.m.)
girl
hopper
#mold
-red (u.m.)
-shaped (u.m.)
stalk
work
lean
-faced (u.m.)
-looking (u.m.)
-to (n., u.m.)
leap
frog
frogger
frogging
#year
lease
back (n., u.m.)
hold
holder
holding
leather
back
-backed (u.m.)
board
-bound (u.m.)
-brown (u.m.)
-covered (u.m.)
craft
fish
head
headed
maker
making
neck
side
ware
wing
work
worker
working
leavetaking
lee
#anchor
board
-bow (v.)
fang
#shore
#tide
ward
way
#wheel
leech
eater
#rope
left
-bank (v.)
-hand (u.m.)
-handed (u.m.)
-hander
most
over (n., u.m.)
-sided (u.m.)
ward
wing (political)
winger (political)
wingism (political)
leg
band
banding
piece
puller
pulling
rope (v.)
work
lend-lease (all meanings)

length
ways
wise
lepto (c.f.)
all one word
let
down (n., u.m.)
off (n., u.m.)
up (n., u.m.)
letter
bound
box
#carrier
drop
gram
head
#paper
-perfect (u.m.)
press
space
spaced
spacing
writer
writing
leuc(o) (c.f.)
all one word
level
headed
#line
liberal
#arts
-minded (u.m.)
lieutenant
#colonel
-colonelcy
#governor
-governorship
life
belt
blood
boat
boatman
#buoy
drop
#everlasting
float
giver
giving
guard
hold
holder
jacket
like
line
long
#mask
#net
raft
#rate
ring
saver
saving
-size (u.m.)
-sized (u.m.)
span
spring
stream
tide
time
timer
vest
weary (u.m.)
work
lift-off (n., u.m.)
light
-armed (u.m.)
borne
brained
#buoy
-clad (u.m.)
-colored (u.m.)
-drab (u.m.)
-draft (u.m.)
face (printing)
faced
-footed (u.m.)
handed
headed
hearted

light—con.
house
house #keeping (nautical)
#housekeeping (domestic)
houseman
keeper
man
mouthed
proof
-producing (u.m.)
room (navigation)
ship
-struck (u.m.)
weight (n., u.m.)
wood
-year
lighter
man
-than-air (u.m.)
like
-looking (u.m.)
-minded (u.m.)
wise
lily
handed
-shaped (u.m.)
-white (u.m.)
lime
house
juice
juicer
kiln
light
lighter
pit
quat
stone
wash
water
linch
bolt
pin
pinned
line
-bred (u.m.)
-breed (v.)
casting
cut (printing)
#engraving
finder
man
up (n., u.m.)
walker
work
link
#motion
work
lion
-bold (u.m.)
-headed (u.m.)
heart
hearted
like
-maned (u.m.)
proof
lip
read
reader
reading
service
stick
work
listener-in
litho (c.f.)
-offset
rest one word
littermate
little
-known (u.m.)
neck (clam)
-used (u.m.)
live
#load
long
#matter
stock
#weight

live—con.
#wire
wire (nonliteral)
liver
-brown (u.m.)
-colored (u.m.)
hearted
wurst
living #room
load
#displacement
line
master
meter
loan
monger
word
lob
fig
lolly
tail
lobster
#pot
proof
-tailed (u.m.)
lock
box
fast
hole
jaw
maker
making
man
nut
out (n., u.m.)
pin
#pouch
ring
smith
step
stitch
up (n., u.m.)
washer
work
locker
man
#room
lode
star
stone
stuff
lodginghouse
log
book
cock (bird)
jam
line
man
roll
rolled
roller
rolling
wood
work
logger
head
headed
logo (c.f.)
all one word
long
#ago
-awaited (u.m.)
beard (n.)
-bearded (u.m.)
bill (bird)
-billed (u.m.)
boat
borne
bow
cloth
-distance (u.m.)
-drawn (u.m.)
felt
fin (fish)
hair (n.)
-haired (u.m.)
hand (nonliteral)
-handed (u.m.)
-handled (u.m.)

long—con.
head (n.)
headed
horn (cattle)
-horned (u.m.)
jaw (fish)
#jump
leaf
-leaved (u.m.)
-legged (u.m.)
legs (n.)
-lived (u.m.)
#measure
mouthed
neck (duck)
-necked (u.m.)
nose (n.)
-nosed (u.m.)
-past (u.m.)
play (records)
playing (records) (u.m.)
run (u.m.)
shoreman
spun
spur (bird)
standing (u.m.)
stitch
tail
time (u.m.)
#ton
wave (radio)
ways
wise
wool (sheep)
work
look
down (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
over (n., u.m.)
through (n., u.m.)
looker-on
loop
hole
#knot
stitch
work
loose
leaf (u.m.)
mouthed
-tongued (u.m.)
lop
-eared (u.m.)
sided
loud
mouthed
speaker (radio)
-voiced (u.m.)
love
bird
born
-inspired (u.m.)
#knot
lorn
maker
making
mate
proof
seat
sick
sickness
worthy
low
born
boy
bred
brow (nonliteral)
browed (nonliteral)
-built (u.m.)
down (n., u.m.)
-downer
#frequency
land (n., u.m.)
-lived (u.m.)
-lying (u.m.)
-power (u.m.)
-pressure (u.m.)

low—con.
#tide
#water
lower
case (printing)
cased (printing)
#class
classman
#deck
#grade
most
#world
lug
bolt
mark
#rig
sail
lukewarm
lumber
jack
man
#room
yard
lumbo (c.f.)
-ovarian
rest one word
lumen-hour
lump
fish
sucker
lunchroom
lung
#fever
fish
-grown (u.m.)
motor
worm
lying-in (n., u.m.)
lyre
bird
man
tail
-tailed (u.m.)

M-day
mace
bearer
#oil
machine
-finished (u.m.)
gun
-hour
-made (u.m.)
man
#shop
#stitch
#work
macro (c.f.)
all one word
mad
brain
brained
cap
house
man
stone
woman
made
-over (u.m.)
-up (u.m.)
magnetite
-basalt
-olivinite
-spinellite
magneto (c.f.)
-optics
rest one word
mahjong
maid
#of #honor
servant
maiden
hair
head
hood
#name

mail
bag
box
clad
guard
man
-order (u.m.)
plane
pouch
room
truck
main
#brace
land
lander
mast
pin
sail
sheet
spring
stay
stream (nonliteral)
top
topman
topmast
#yard
maize
bird
-eater (bird)
major
-domo
#general
#key
#league
-leaguer
-minor
make
-believe (n., u.m.)
fast (n.)
ready (printing)
shift
up (n., u.m.)
weight
maker
-off
-up
making #up
mal (c.f.)
all one word
man
back
bird
-child
-created (u.m.)
-day
eater
eating
-fashion (u.m.)
-grown (u.m.)
handle
handled
hater
-high (u.m.)
hole
hood
-hour
keeper (bird)
killer
killing
kind
like
made (u.m.)
-minute
-of-war (ship)
power
rope
servant
-size (u.m.)
slaughter
slayer
slaying
stealer
stealing
stopper
stopping
trap
ward
way

- **man**—con.
  - wise
  - -woman
  - -year
- manic-depressive
- **mantel**
  - piece
  - shelf
  - tree
- **many**
  - -colored (u.m.)
  - fold
  - -folded (u.m.)
  - plies
  - -sided (u.m.)
- **map**
  - land
  - maker
  - making
  - reader
  - reading
  - tack
  - wise
- **marble**
  - head
  - hearted
  - -looking (u.m.)
  - -topped (u.m.)
  - -white (u.m.)
- **mare's**
  - -nest
  - -tail
- **mark**
  - down (n., u.m.)
  - man
  - off (n., u.m.)
  - shot
  - up (n., u.m.)
- **marker**
  - -down
  - -off
  - -up
- marketplace
- **marks**
  - man
  - manship
  - woman
- marrowbone
- **marsh**
  - buck
  - field
  - land
  - mallow (confection)
  - #mallow (plant)
  - man
- masonwork
- **mass**
  - -minded (u.m.)
  - -produce (v.)
- **mast**
  - -brown (u.m.)
  - head
  - man
- **master**
  - #at #arms
  - #bedroom
  - #key
  - #map
  - #mason
  - mind
  - #of#ceremonies
  - piece
  - ship
  - #stroke
  - work
  - #workman
- **mat**
  - board
  - -covered (u.m.)
  - maker
  - making
- **match**
  - board
  - book
  - box
  - #joint
  - -lined (u.m.)
  - maker
- **match**—con.
  - making
  - mark
  - safe
  - stick
  - wood
- **May**
  - #Day
  - -day
  - pole
  - tide
  - time
- **may**
  - be (adv.)
  - beetle
  - bird
  - day (radio)
  - fish
  - fowl
  - hap
- **meadow**
  - land
  - lark
- **meal**
  - man
  - time
- **mealy**
  - bug
  - mouth
  - mouthed
- **mean**
  - -acting (u.m.)
  - -spirited (u.m.)
  - time (meanwhile)
  - #time (astronomical)
  - tone (u.m.)
  - while
- **meat**
  - ball
  - bird
  - cutter
  - -eater
  - -fed (u.m.)
  - hook
  - -hungry (u.m.)
  - man
  - packer
  - packing
  - works
- **mechanico** (c.f.)
  - *all one word*
- **medico** (c.f.)
  - *all one word*
- **medio** (c.f.)
  - *all one word*
- **medium**
  - -brown (u.m.)
  - #frequency
  - -size(d) (u.m.)
  - weight (n., u.m.)
- **meek**
  - -eyed (u.m.)
  - hearted
  - -spirited (u.m.)
- meetinghouse
- **megalo** (c.f.)
  - *all one word*
- **melon**
  - grower
  - -laden (u.m.)
  - like
  - monger
  - -shaped (u.m.)
- **melt**
  - down (n., u.m.)
  - #water
- **men**
  - folk
  - kind
- **meningo** (c.f.)
  - *all one word*
- **merchant**
  - like
  - man
  - #ship (vessel)
- **merry**
  - -go-round
  - maker
- **merry**—con.
  - making
  - man
  - meeting
  - -minded (u.m.)
  - wing (duck)
- **mesh**
  - bag
  - #knot
  - work
- **meso** (c.f.)
  - *all one word*
- **mess**
  - hall
  - kit
  - man
  - mate
  - room
  - tin
  - -up (n., u.m.)
- **meta** (pref.)
  - *all one word*
- **metal**
  - ammonium
  - bound
  - -clad (u.m.)
  - -coated (u.m.)
  - craft
  - -lined (u.m.)
  - ware
  - work
  - worker
  - working
  - works
- **meter**
  - -amperes
  - #angle
  - gram
  - -kilogram
  - -kilogram-second
  - man
  - -millimeter
- **metro** (c.f.)
  - *all one word*
- **mezzo**
  - graph
  - relievo
  - soprano
  - tint
  - tinter
- **micro** (c.f.)
  - -organism
  - *rest one word*
- **mid** (c.f.)
  - -American, etc.
  - -April
  - -dish
  - -ice
  - -1958
  - -Pacific, etc.
  - -Victorian, etc.
  - *rest one word*
- **middle**
  - #age
  - -aged (u.m.)
  - breaker
  - brow (nonliteral)
  - -burst (v.)
  - buster
  - #ear
  - #ground
  - man
  - most
  - -sized (u.m.)
  - splitter
  - way
  - weight
  - woman
- **mighty**
  - -handed (u.m.)
  - hearted
- mil-foot
- **mild**
  - -cured (u.m.)
  - hearted
  - heartedness
  - -spoken (u.m.)
- **mile**
  - -long (u.m.)
  - -ohm
  - post
  - -pound
  - stone
  - -ton
  - way
  - -wide (u.m.)
- militiaman
- **milk**
  - -fed (u.m.)
  - #fever
  - fish
  - head
  - house
  - maid
  - man
  - #run
  - shake
  - shed
  - shop
  - sick
  - sickness
  - sop
  - stone
  - -white (u.m.)
- **mill**
  - board
  - cake
  - course
  - dam
  - feed
  - hand
  - -headed (u.m.)
  - #hole
  - house
  - man
  - owner
  - pond
  - post
  - race
  - ring
  - #run
  - site
  - stock
  - stone
  - stream
  - tail
  - #tax
  - ward
  - #wheel
  - work
  - worker
  - wright
- **milli** (c.f.)
  - gram-hour
  - *rest one word*
- **mince**
  - meat
  - #pie
- **mind**
  - #healer
  - -healing (u.m.)
  - reader
  - reading
  - sight
- **mine**
  - field
  - layer
  - owner
  - #run
  - ship
  - sweeper
  - sweeping
  - swept (u.m.)
  - thrower
  - work
  - worker
  - works
- **minor**
  - #key
  - #league
  - -leaguer
- **minute**
  - #book
  - #hand
  - man
  - #mark
- **mirror**
  - -faced (u.m.)
  - scope
- mirthmaking
- **mis** (pref.)
  - *all one word*
- **mischief**
  - maker
  - making
- **missile**
  - maker
  - man
  - work
- **mist**
  - bow
  - -clad (u.m.)
  - -covered (u.m.)
  - fall
- **miter**
  - #box
  - -lock (v.)
- **mix**
  - blood
  - up (n.)
- mixing #room
- **mizzen**
  - mast
  - mastman
  - topman
- **mock**
  - bird
  - -heroic (u.m.)
  - #turtle
  - up (n., u.m.)
- mocker-up
- **mocking**
  - bird
  - stock
  - -up (u.m.)
- **model**
  - maker
  - making
- **mold**
  - board
  - made (u.m.)
- **mole**
  - catcher
  - catching
  - -eyed (u.m.)
  - head
  - heap
  - hill
  - skin
- **money**
  - bag
  - box
  - changer
  - changing
  - getter
  - getting
  - grubber
  - grubbing
  - lender
  - lending
  - -mad (u.m.)
  - maker
  - making
  - monger
  - mongering
  - #order
  - saver
  - saving
- **monk**
  - bird
  - craft
  - fish
- **monkey**
  - -faced (u.m.)
  - #jacket
  - like
  - nut
  - pod
  - pot
  - shine
  - tail
  - #wrench
- **mono** (c.f.)
  - -ideistic
  - -iodo

mono—con.
-iodohydrin
-ion
-ousian
rest one word
month
-end (u.m.)
long (u.m.)
moon
beam
bill
blind
#blindness
blink
born
-bright (u.m.)
calf
down (n.)
eye
eyed
face
faced
fish
gazing
glow
head
light
lighter
lit
-mad (u.m.)
man
path
rise
sail
set
shade
shine
shiner
shining
shot
sick
stone
stricken
struck
tide
walker
walking
-white (u.m.)
moor
ball
bird
fowl
#hen
tetter (bird)
moose
bird
call
mop
board
head
headed
stick
up (n., u.m.)
mopper-up
mopping-up (u.m.)
moreover
morning
#sickness
#star
tide
#watch
mortar
board
ware
mortgage
#bond
holder
mosquito
#boat
#fleet
-free (u.m.)
#net
moss
back
backed
bound
bunker (fish)
-clad (u.m.)
-green (u.m.)

moss—con.
-grown (u.m.)
head
-lined (u.m.)
most-favored-nation (u.m.)
moth
ball
balled
balling
-eaten (u.m.)
hole
proof
mother
hood
-in-law
land
#lode
-of-pearl
#ship
moto (c.f.)
all one word
motor
bike
boat
bus
cab
cade
car
#court
cycle
cyclist
-driven (u.m.)
drome
jet
#lifeboat
man
-minded (u.m.)
ship
#torpedo #boat
truck
van
way
mound
builder
building
maker
making
work
mountain
-high (u.m.)
side
top
-walled (u.m.)
mouse
bird
-brown (u.m.)
-eared (u.m.)
-eaten (u.m.)
fish
hawk
hole
proof
trap
mouth
breeder (fish)
-filling (u.m.)
-made (u.m.)
piece
wash
movie
goer
land
maker
making
mow
burn
burnt
land
muck
rake (v.)
raker
sweat
muco (c.f.)
all one word
mud
bank
bath
boat

mud—con.
cap
#color
-colored (u.m.)
fish
flat
flow
guard
head
hole
house
land
lark
sill
skipper (fish)
slinger
slinging
-splashed (u.m.)
stain
stained
stone
sucker
track
#turtle
muddle
head
headed
muddy
brained
breast (bird)
headed
mule
back
#deer
man
skinner
multi (c.f.)
all one word
multiple-purpose (u.m.)
muscle
bound
maker
making
power
music
-mad (u.m.)
maker
making
room
musico (c.f.)
all one word
musk
#deer
#hog
melon
#ox
rat
mutton
bird
#chop (meat)
chop (shape)
fish
fist
head
headed
#quad (printing)
myria (c.f.)
all one word
mytho (c.f.)
all one word
myxo (c.f.)
all one word

nail
bin
brush
head
-headed (u.m.)
#hole
maker
making
print
proof
puller
rod
-shaped (u.m.)
shop

nail—con.
sick
smith
-studded (u.m.)
name
board
-calling (u.m.)
-dropping (u.m.)
plate
sake
naptime
narco (c.f.)
all one word
narrow
#gage
headed
hearted
heartedness
-mouthed (u.m.)
minded
naso (c.f.)
-occipital
-orbital
rest one word
nationwide
native-born (u.m.)
nature
craft
#print
navy
-blue (u.m.)
man
woman
near
-acquainted (u.m.)
-bordering (u.m.)
by
-miss
sight
sighted
neatline
neat's-foot (u.m.)
neck
band
-breaking (u.m.)
cloth
-deep (u.m.)
fast
guard
-high (u.m.)
hole
lace
laced
line
mold
piece
tie
wear
necro (c.f.)
all one word
needle
bill
book
case
fish
-made (u.m.)
maker
making
man
point
pointed
proof
-shaped (u.m.)
-sharp (u.m.)
stone
#trade
woman
work
worked
worker
ne'er-do-well
neo (c.f.)
-Greek, Syriac, etc
rest one word
nephro (c.f.)
all one word
nerve
ache
#block

nerve—con.
#cell
-celled (u.m.)
-racked (u.m.)
net
ball
braider
fish
maker
making
man
-veined (u.m.)
work
#worth
nettle
bird
fire
foot
#rash
some
neuro (c.f.)
all one word
never
-ending (u.m.)
more
theless
new
born
comer
-created (u.m.)
fangled
-fashioned (u.m.)
-front (v.)
#look
-made (u.m.)
market (coat)
-mown (u.m.)
-rich (u.m.)
newlywed
news
boat
boy
case
cast
caster
casting
dealer
#editor
-greedy (u.m.)
letter
making
man
paper
paperboy
paperman
paperwoman
paper #work
paper #worker
print
reader
reel
room
sheet
stand
teller
worthy
writer
writing
nick
-eared (u.m.)
name
nickel
plate (v.)
-plated (u.m.)
-plating (u.m.)
type
night
-black (u.m.)
#blindness
cap
capped
-clad (u.m.)
clothes
club
dress
#editor
fall
fish
flit (bird)

ght—con.
fly (aviation) (v.)
flying (u.m.)
fowl
gown
grown (u.m.)
hawk
letter
long (u.m.)
man
mare
school
shade
shift
shirt
side
tide
time
-veiled (u.m.)
walker
walking
ward
watch
watchman
wear
work
worker
imble
brained
-fingered (u.m.)
footed
imbostratus
ine
fold
holes
-killer (bird)
-lived (u.m.)
penny (nail)
pin
score
itro (c.f.)
-hydro-carbon
rest one word
o
-account (n., u.m.)
body
-good (n., u.m.)
-hitter (n.)
how
#man's land
-par (u.m.)
-par-value (u.m.)
-show (n., u.m.)
-thoroughfare (n.)
way (adv.)
where
whit
wise
oble
-born (u.m.)
-featured (u.m.)
hearted
heartedly
heartedness
-looking (u.m.)
man
-minded (u.m.)
woman
oise
maker
making
ol
-pros (v.)
-prossed (u.m.)
-prossing (u.m.)
on
-civil-service (u.m.)
-European, etc.
-pros (v.)
-prossed (u.m.)
-prossing (u.m.)
sequitur, etc.
-tumor-bearing (u.m.)
as prefix, one word
one
such
theless

noon
day
light
tide
time
north
borne
bound
-central (u.m.)
east
east-bound (u.m.)
easter
eastern
#end
going
land
light
most
-northeast
#shore
#side
-sider
ward
west-bound (u.m.)
nose
bag
bleed
bone
dive
down (n., u.m.)
gay
guard
-high (u.m.)
hole
-led (u.m.)
over (n., u.m.)
piece
pipe
ring
-thumbing (u.m.)
up (n., u.m.)
wheel
notch
board
wing (moth)
note
book
head
holder
#paper
worthy
notwithstanding
novel
craft
maker
making
#reader
-reading (u.m.)
#writer
-writing (u.m.)
nucleo (c.f.)
all one word
nun
bird
#buoy
nurse
girl
hound (fish)
maid
nursery
maid
man
#school
nut
breaker
-brown (u.m.)
cake
#coal
cracker
#dash (printing)
hatch
hook
pecker
pick
#quad (printing)
-shaped (u.m.)
shell
sweet

oak
-beamed (u.m.)
-clad (u.m.)
-green (u.m.)
#leaf
-leaved (u.m.)
wood (color)
oar
fish
-footed (u.m.)
lock
oars
man
woman
oat
bin
cake
-fed (u.m.)
field
land
meal
seed
oath
bound
breaker
worthy
oblong
-elliptic (u.m.)
-leaved (u.m.)
-linear (u.m.)
-ovate (u.m.)
-shaped (u.m.)
-triangular (u.m.)
occipito (c.f.)
-otic
rest one word
ocean
-born (u.m.)
borne
bound
-girdled (u.m.)
going
side
-spanning (u.m.)
#trade
wide
wise
octo (c.f.)
all one word
odd
-jobber
-jobman
-looking (u.m.)
#lot
man (arbiter)
#number
-numbered (u.m.)
woman
off
-and-on (u.m.)
beat
cast
center (u.m.)
color (u.m.)
-colored (u.m.)
cut (printing)
day
-fall (v.)
-flavor (n., u.m.)
-flow
-go (n.)
going
grade
hand
handed
look
-lying (u.m.)
peak
print
put
-reckoning (n.)
saddle
scape
scour
scouring
scum
set
shoot

off—con.
shore
side
-sorts (n.)
spring
stage
street
take
-the-record (u.m.)
type
ward
-wheel (n.)
-wheeler (n.)
-white (u.m.)
#year
office
#boy
holder
seeker
-seeking (u.m.)
worker
ofttimes
ohm
-ammeter
meter
-mile
oil
bird
#burner
cake
can
cloth
coat
cup
-driven (u.m.)
-fed (u.m.)
field
fish
-forming (u.m.)
-harden (v.)
hole
man
meal
paper
proof
proofing
seed
#shale
skin
skinned
-soaked (u.m.)
stone
stove
-temper (v.)
tight
tightness
way
#well
old
-fashioned (u.m.)
-fogy (u.m.)
-growing (u.m.)
hearted
land (geol.)
-looking (u.m.)
#maid
-maidish (u.m.)
#man
-new
#rose
style (printing)
time (u.m.)
timer
wife (fish)
#woman
-young
oleo
#butter
#gear
#oil
#strut
as combining form, one word
olive
-brown (u.m.)
-clad (u.m.)
-drab (u.m.)
-growing (u.m.)

olive—con.
#oil
-skinned (u.m.)
wood
#wood (color)
omni (c.f.)
-ignorant
rest one word
on
-and-off (n., u.m.)
-go (n.)
as noun and adjective, one word
once
-over (n.)
-run (u.m.)
one
-acter
-armed (u.m.)
-decker
-eyed (u.m.)
fold
-half
-handed (u.m.)
ness
-piece (u.m.)
self
-sided (u.m.)
-sidedness
signed (u.m.)
-step (dance)
-striper
time (formerly) (u.m.)
-time (one action) (u.m.)
-two
-two-three
-way (u.m.)
onion
peel
skin
open
-air (u.m.)
-armed (u.m.)
-back (u.m.)
-backed (u.m.)
band (yarn)
beak (bird)
bill (bird)
cast
cut (mining)
#door
#end
-faced (u.m.)
handed
handedly
handedness
hearted
#house
minded
mouthed
#pit
#shop
side (u.m.)
-sided (u.m.)
work
worked
opera
goer
going
#house
ophthalmo (c.f.)
all one word
orange
ade
bird
blossom
-colored (u.m.)
grower
man
peel
#pekoe
-red (u.m.)
stick
woman
wood

orchard
#house
land
man
orderly #room
organ
bird
#grinder
maker
#pipe
organo (c.f.)
all one word
ornitho (c.f.)
all one word
orrisroot
ortho (c.f.)
all one word
osteo (c.f.)
all one word
other
wise
#world
worldliness
worldly
oto (c.f.)
all one word
out
-and-out (u.m.)
-and-outer (n.)
-loud (u.m.)
-Machiavelli, etc.
-of-date (u.m.)
-of-door(s) (u.m.)
-of-State (u.m.)
-of-the-way (u.m.)
-to-out (u.m.)
as prefix, one word
outer
#man
most
wear
outward
-bound (u.m.)
-bounder
ovate
-acuminate (u.m.)
-oblong (u.m.)
ovato (c.f.)
-oblong
-orbicular
rest one word
oven
baked
bird
dried
dry
drying
man
peel
stone
ware
wise
over
age (surplus)
age (older) (n., u.m.)
all (all meanings)
-the-counter (u. m.)
as combining form, one word
owl
#car
-eyed (u.m.)
head (bird)
light
wide
ox
bird
biter
blood (color)
bow
boy
brake
cart
cheek
eye
-eyed (u.m.)
gall
harrow
ox—con.
hide
horn
house
like
man
shoe
skin
tail
#team
oxy (c.f.)
all one word
oyster
bed
bird
#catcher (bird)
#crab
fish
house
man
root
seed
shell
-white (u.m.)
woman

pace
board
maker
making
#setter
-setting (u.m.)
pachy (c.f.)
all one word
pack
board
builder
cloth
horse
house
#ice
-laden (u.m.)
maker
making
man
plane
sack
saddle
staff
thread
up (n., u.m.)
ware
way
packing
#box
house
pad
cloth
lock
#saw
stone
tree
paddle
#beam
#box
fish
foot
#wheel
page
-for-page (u.m.)
#proof (printing)
painkiller
pains
taker
taking
worthy
paint
box
brush
#filler
maker
making
mixer
pot
room
-stained (u.m.)
work
pale
belly
-blue (u.m.)
breast (bird)
buck
-cheeked (u.m.)
face (n.)
-faced (u.m.)
hearted
-looking (u.m.)
-reddish (u.m.)
paleo (c.f.)
-Christian, etc.
rest one word
pallbearer
palm
-green (u.m.)
#leaf
#oil
-shaded (u.m.)
wise
palmi (c.f.)
all one word
pan
-American, etc.
-broil (v.)
#ice
rest one word
Pan
#American Union (official name)
hellenic
panel
board
-lined (u.m.)
work
panic
proof
-stricken (u.m.)
panto (c.f.)
all one word
pantry
man
woman
paper
back (n.)
backed
board(s)
bound
boy
cutter
hanger
hanging
maker
making
mill
mouth (fish)
#pulp
shell (n., u.m.)
-shelled (u.m.)
-thin (u.m.)
weight
-white (u.m.)
work
papier #mache
para (c.f. or pref.)
-aminobenzoic
-analgesia
-anesthesia
#red
rest one word
parcel
#carrier
-plate (v.)
#post
parchment
-covered (u.m.)
#maker
-making (u.m.)
#paper
parieto (c.f.)
-occipital
rest one word
parimutuel
park
#forest
way
work
parlor
#car
maid
part
-finished (u.m.)
#owner
-time (u.m.)
-timer
#way
parti (c.f.)
all one word
party
#line
making
#wall
parvi (c.f.)
all one word
pass
back (n.)
book
key
man
out (n., u.m.)
over
port
way
word
passageway
passenger
#car
-mile
passer(s)-by
passion
-driven (u.m.)
-feeding (u.m.)
-filled (u.m.)
#play
paste
board
down (n., u.m.)
pot
up (n., u.m.)
pastry
#cook
man
pastureland
patch
head (bird)
#test
word
work
patent-in-fee
path
breaker
finder
finding
way
patho (c.f.)
all one word
patri (c.f.)
all one word
patrol
man
#wagon
work
pattern
maker
making
patty
cake
#shell
pawn
broker
shop
pay
back (n., u.m.)
check
day
dirt
#envelope
load
master
mistress
off (n., u.m.)
out (n., u.m.)
roll
sheet
pea
bird
chick
pea—con.
#coal
coat
cock
cod
field
fowl
-green (u.m.)
hen
jacket
like
nut
shooter
-sized (u.m.)
#soup
stick
sticking
peace
-blessed (u.m.)
breaker
breaking
-loving (u.m.)
maker
making
man
monger
mongering
#pipe
time
peach
bloom
blow
-colored (u.m.)
peakload
pear
#gage
-shaped (u.m.)
pearl
bird
-eyed (u.m.)
fish
fisher
fishing
-pure (u.m.)
-set (u.m.)
#shell
sides (fish)
-studded (u.m.)
-white (u.m.)
peat
house
land
man
-roofed (u.m.)
stack
pebble
hearted
-paved (u.m.)
stone
-strewn (u.m.)
ware
peel
man
off (n., u.m.)
peep
eye
hole
show
sight
peg
board
box
leg
man
pellmell
pen
-cancel (v.)
craft
head
holder
knife
maker
making
man
manship
master
#name
point
pusher

pen—con.
rack
script
-shaped (u.m.)
#sketch
stock
tail
trough
wiper
woman
work
worker
pencil
#box
holder
maker
making
-mark (v.)
wood
penny
-a-liner
bird
pincher
weight
winkle
wise
worth
pent
house
#roof
stock
-up (u.m.)
penta (c.f.)
-acetate
rest one word
peptalk
pepper
box
corn
mint
pot
-red (u.m.)
#sauce
per
#annum
#capita
cent
centage
centile
#centum
compound (chem.)
current (bot.)
#diem
salt (chem.)
#se
sulfide
peri (pref.)
-insular
rest one word
permafrost
permitholder
pest
hole
house
killer
-ridden (u.m.)
pet
cock
#lamb
peter
man
net
petit
grain
#jury
#larceny
#point
petro (c.f.)
-occipital
rest one word
pewholder
pharmaco (c.f.)
-oryctology
rest one word
pharyngo (c.f.)
-esophageal
-oral
rest one word
phase
meter
out (n., u.m.)
-wound (u.m.)
pheno (c.f.)
all one word
philo (c.f.)
-French, etc.
rest one word
phlebo (c.f.)
all one word
phono (c.f.)
all one word
phospho (c.f.)
all one word
photo (c.f.)
-offset
-oxidation
-oxidative
rest one word
phreno (c.f.)
all one word
phrase
book
maker
making
man
mark (music)
monger
phyllo (c.f.)
all one word
phylo (c.f.)
all one word
physico (c.f.)
all one word
physio (c.f.)
all one word
phyto (c.f.)
all one word
piano
forte
graph
player
pick
aback
ax
#clock
lock
man
-me-up (n., u.m.)
off (n., u.m.)
over (n., u.m.)
pocket
pole
shaft
smith
up (n., u.m.)
work
picker-up
picket
boat
#line
pickle
-cured (u.m.)
man
worm
picture
#book
craft
maker
making
#writing
pie
bald
crust
-eater
-eyed (u.m.)
house
maker
making
man
marker
#meat
pan
plant
#plate
shop
-stuffed (u.m.)
pie—con.
#tin
woman
piece
-dye (v.)
#goods
meal
mold
#rate
work
worker
pier
#dam
drop
head
#table
piezo (c.f.)
-oscillator
rest one word
pig
-back (v.)
-backed (u.m.)
#bed
-bellied (u.m.)
belly
-eyed (u.m.)
face
-faced (u.m.)
fish
foot
-footed (u.m.)
head
headed
herd
#iron
-jump (v.)
-jumper
#lead
maker
making
man
pen
root
skin
stick
sticker
sticking
sty
tail
tailed
tight
#tin
wash
yard
pigeon
#blood
#breast
gram
hearted
hole
holed
holer
holing
-livered (u.m.)
man
tail
-toed (u.m.)
wing
piggyback
pike
-eyed (u.m.)
man
staff
tail
pile
driver
-driving (u.m.)
hammer
#saw
up (n., u.m.)
#weave
work
worm
woven
pill
box (military)
bug
maker
making
pill—con.
-rolling (u.m.)
-taking (u.m.)
worm
pillow
case
made
slip
work
pilot
#boat
#burner
#chart
house
#light
man
#pin
pin
ball
block
bone
boy
case
cushion
-eyed (u.m.)
fall
feather
fire
fish
fold
folding
#gear
head
headed
hold
hole
hook
lock
maker
making
paper
point
prick
proof
rail
setter
spot
stripe
tail
-tailed (u.m.)
up (n., u.m.)
#valve
wheel
-wing (v.)
work
pinch
back
bar
beck
cock
fist
gut
-hit (v.)
-hitter
penny
pine
apple
-bearing (u.m.)
-clad (u.m.)
#cone
-fringed (u.m.)
land
#needle
#oil
-shaded (u.m.)
#tar
wood(s)
pink
-blossomed (u.m.)
eye (n.)
-eyed (u.m.)
fish
foot
-footed (u.m.)
#violet
pipe
#ashes
#clay
-drawn (u.m.)
pipe—con.
dream
dreamer
dreaming
fish
fitter
fitting
layer
laying
line
lined
lining
maker
making
man
mouth (fish)
-shaped (u.m.)
stem
stone
walker
work
pisci (c.f.)
all one word
pistol
gram
graph
proof
piston
head
#pin
#rod
#valve
pit
bird
#coal
-eyed (u.m.)
fall
head
-headed (u.m.)
hole
maker
making
man
mark
-marked (u.m.)
#prop
-rotted (u.m.)
saw
side
work
pitch
-black (u.m.)
blende
#box
-colored (u.m.)
-dark (u.m.)
#darkness
fork
hole
-lined (u.m.)
man
-marked (u.m.)
out (n., u.m.)
over (n., u.m.)
#pipe
stone
under (n., u.m.)
up (n., u.m.)
work
place
card
kick
maker
making
man
plague
-infested (u.m.)
proof
plain
back (fabric)
-bodied (u.m.)
-clothed (u.m.)
clothes (u.m.)
clothesman
-headed (u.m.)
hearted
-looking (u.m.)
-spoken (u.m.)
tail

plain—con.
ward
work
woven (u.m.)
plane
#curve
load
-mile
-parallel (u.m.)
table (surveying)
plani (c.f.)
all one word
plano (c.f.)
all one word
plant
#food
house
life
wide
plaster
bill (bird)
board
work
plat
band
book
plate
#glass
holder
-incased (u.m.)
layer
maker
making
man
mark
#press
#printing
#proof (printing)
-roll (v.)
-rolled (u.m.)
way
#wheel
work
worker
platy (c.f.)
all one word
play
-act (v.)
back (n., u.m.)
bill
book
box
boy
broker
craftsman
day
down (n., u.m.)
fellow
field
folk
goer
going
ground
house
maker
making
man
mate
off (n., u.m.)
pen
reader
reading
room
script
suit
thing
time
work
wright
writer
writing
#yard
pleasure
-bent (u.m.)
#boat
bound
man
-seeking (u.m.)

pleasure—con.
-tired (u.m.)
-weary (u.m.)
pledge
bound
-free (u.m.)
making
pleo (c.f.)
all one word
pleuro (c.f.)
all one word
plow
back (n., u.m.)
boy
-bred (u.m.)
fish
hand
horse
land
line
maker
making
man
pan
point
-shaped (u.m.)
share
shoe
sole
staff
#tail
wise
woman
wright
plug
board
#fuse
hole
-in (n., u.m.)
man
tray
-ugly (n., u.m.)
plumbline
plume
-crowned (u.m.)
maker
making
pluri (c.f.)
all one word
pluto (c.f.)
all one word
pneumato (c.f.)
-hydato-genetic (u.m.)
rest one word
pneumo (c.f.)
all one word
pock
house
mark
-marked (u.m.)
-pit (v.)
pocket
#battleship
book (purse)
#book (book)
-eyed (u.m.)
knife
#lighter
piece
-sized (u.m.)
-veto (v.)
poet
-artist
#laureate
-painter
point
blank
#hole (printing)
#lace
#system
wise
poison
-dipped (u.m.)
#gas
maker
poke
#check
hole

pole
arm
-armed (u.m.)
ax
axer
burn
cat
-dried (u.m.)
horse
#jump
man
-pile (v.)
#rot
setter
-shaped (u.m.)
sitter
-stack (v.)
star
timber
trap
-vault (v.)
#vaulter
ward
wood
police
#dog
man
woman
policy
holder
maker
making
#racket
politico (c.f.)
-orthodox
rest one word
poll
book
#parrot
#tax
polo
#coat
#shirt
poly (c.f.)
all one word
pond
fish
man
pool
room
#table
poor
-blooded (u.m.)
farm
house
-spirited (u.m.)
will (bird)
pop
corn
eye
eyed
gun
over (n.)
-up (n., u.m.)
poppy
-bordered (u.m.)
cock
field
fish
head
-red (u.m.)
seed
pork
#chop
eater
fish
#pie
port
crayon
cullis
#duty
fire
folio
hole
hook
man
manteau
-mouthed (u.m.)
side

port—con.
sider
#wine
porterhouse
post
#auger
#bellum
#bill
#binder
#boat
#brake
#captain
#card
#cedar
#chaise
#chariot
-Christian, etc.
#coach
#croaker (fish)
#day
#diem
#flag
-free (u.m.)
haste
#horn
#horse
#hospital (military)
#insulator
#locust
#meridiem
#mortem
mortem (nonliteral)
#note
#oak
#obit
#octavo
#office
#partum
#race
#road
#route
#school (military)
#term
#town
#trader
audit, graduate, etc.
as prefix, one word
pot
ash
bellied
belly
boil
boiled
boiler
bound
#cheese
#clay
#color
eye
hanger
head
herb
hole
hook
house
hunter
latch
lid
line
luck
man
pie
pourri
rack
#roast
shoot
shot
stone
ware
#wheel
whisky
work
potato
#field
#scab
-sick (u.m.)

poultry
#house
#keeper
-keeping (u.m.)
man
#raiser
-raising (u.m.)
#yard
pound
cake
-foolish (u.m.)
-foot
keeper
man
master
stone
worth
powder
-blue (u.m.)
box
#flag
#flask
#horn
#house
#keg
maker
making
man
#mill
#puff
#room
-scorched (u.m.)
power
boat
dive
-driven (u.m.)
house
line
load
#loom
-operated (u.m.)
pack
plant
saw
#shovel
site
prairie
#chicken
#dog
#schooner
praise
-deserving (u.m.)
-spoiled (u.m.)
worthiness
worthy
pre (pref.)
-Incan, etc.
audit, existing, etc.
rest one word
president
-elect
#pro #tempore
press
#agent
-agentry
board
fat
feeder
feeding
-forge (v.)
-made (u.m.)
man
mark
pack (v.)
plate
#proof (printing)
#revise
room
woman
work
worker
preter (pref.)
all one word
price
#cutter
-cutting (u.m.)
#fixer
-fixing (u.m.)

price—con.
#index
list
-support (u.m.)
prick
-eared (u.m.)
mark
#punch
seam
priest
craft
fish
hood
-prince
prime
#minister
-ministerial (u.m.)
-ministership
-ministry
primrose
-scented (u.m.)
tide
time
prince
craft
hood
-priest
#regent
print
cloth
line
script
shop
works
printing
-in (n., u.m.)
#ink
#office
-out (n., u.m.)
#press
prison
bound
-free (u.m.)
-made (u.m.)
prisoner-of-war (u.m.)
prize
#court
#crew
fight
fighter
fighting
holder
#ring
taker
taking
winner
-winning (u.m.)
worthy
pro
-Ally, etc.
#forma
#number
#rata
#tem
#tempore
-vice-chancellor
as prefix, one word
procto (c.f.)
all one word
profit
-and-loss (u.m.)
maker
making
-sharing (u.m.)
promptbook
prong
buck
-hoe (v.)
horn
-horned (u.m.)
proof
#paper
#press
read
reader
reading
room

proof—con.
sheet
#spirit
prop
jet
wash
proso (c.f.)
all one word
proto (c.f.)
-Egyptian, etc.
rest one word
proud
-blooded (u.m.)
hearted
-looking (u.m.)
-minded (u.m.)
psalmbook
pseudo (c.f.)
-Messiah, etc.
-occidental
-official
-orientalism
-orthorhombic
-osteomalacia
-owner
rest one word
psycho (c.f.)
-organic
rest one word
ptero (c.f.)
all one word
public
hearted
-minded (u.m.)
-spirited (u.m.)
#works
pudding
face
-faced (u.m.)
head
headed
wife (fish)
puff
back (bird)
bird
leg (bird)
#paste
pug
mill
miller
nose
nosed
-pile (v.)
pull
back (n., u.m.)
boat
#box
devil
down (n., u.m.)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
-push (u.m.)
through (n., u.m.)
up (n., u.m.)
puller
-in
-out
pulp
board
mill
stone
wood
pulsejet
pump
#drill
handle (v.)
house
man
room
punch
board
bowl
card
-drunk (u.m.)
holder
line
mark

punch—con.
-marked (u.m.)
#press
punctureproof
pup #tent
puppet
man
master
#play
pure
blood
blooded
bred
#line (biol.)
purple
-blue (u.m.)
-clad (u.m.)
-colored (u.m.)
heart (wood)
purse
making
-proud (u.m.)
#strings
push
ball
button
card
cart
off (n., u.m.)
over (n., u.m.)
pin
-pull (u.m.)
up (n., u.m.)
pussy
cat
foot
footed
footer
footing
put
back (n., u.m.)
log
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
-put (n.)
-up (n., u.m.)
putter
-forth
-in
-off
-on
-out
-through
-up
putty
blower
-colored (u.m.)
head
hearted
#knife
work
puzzle
brain
head
headed
man
pyo (c.f.)
all one word
pyro (c.f.)
all one word

Q
-boat
-fever
-ship
quadline
quadri (c.f.)
-invariant
rest one word
quarry
#face
man
stone
quarter
-angled (u.m.)
back
-bloom (u.m.)

quarter—con.
#boards
-bound (u.m.)
-breed (u.m.)
-cast (u.m.)
-cut (u.m.)
#day
deck
decker
man
master
-miler
#note
pace
-phase (u.m.)
saw (v.)
sawed
sawing
sawn
#section
staff
stretch
#tone
-yearly (adv.)
quartermaster
#general
-generalship
#sergeant
quasi
all hyphened
queen
#bee
cake
craft
fish
#mother
#olive
#post
#regent
right
quick
born
-change (u.m., v.)
-drawn (u.m.)
#fire
#firer
foot
freeze (u.m., v.)
freezing (u.m.)
-handed (u.m.)
hatch
hearted
lime
sand
saver
set
silver
silvered
silvering
step
#time
-witted (u.m.)
work (naut.)
quill
back
fish
tail
work
quin (c.f.)
all one word
quit
claim
claimed
rent

rabbit
-backed (u.m.)
-eared (u.m.)
#fever
#foot
hearted
mouth
-mouthed (u.m.)
skin
race
about (n., u.m.)
course
goer

race—con.
going
horse
like
track
way
rack
#block
-lashing (u.m.)
way
#wheel
work
radar
man
scope
radio
#amplifier
#antenna
#channel
#communication
#control
#engineer
#engineering
#link
#range
#receiver
#set
#spectator
#transmitter
#tube
#wave
frequency, isotope, etc.
as combining form, one word
radiumtherapy
rag
bolt
#doll
fish
house
-made (u.m.)
man
picker
seller
shop
sorter
tag
time
rail
bird
borne
guard
head
maker
making
man
-ridden (u.m.)
road
roader
roadman
setter
splitter
#train
way
way #maker
wayman
rain
band
beat (n.)
-beaten (u.m.)
bird
bound
bow
-bright (u.m.)
burst
check
coat
drop
fall
#forest
fowl
#gage
light
maker
making
proof
-soft (u.m.)
spout

rain—con.
storm
tight
wash
water
rainbow
#chaser
-colored (u.m.)
rake
hell
hellish
off (n., u.m.)
ram
jet
line
rod
shackle
ranch
#hand
house
man
woman
range
finder
keeper
land
#light
man
mark
rider
work
rapid
#fire
#transit
rare
#gas
ripe
rash
-brain (u.m.)
-brained (u.m.)
-headed (u.m.)
-hearted (u.m.)
-minded (u.m.)
rat
bite
catcher
catching
fish
hole
-infested (u.m.)
line
proof
#race
tail
-tailed (u.m.)
-tight (u.m.)
trap
rate
-aided (u.m.)
#base
#cutter
-cutting (u.m.)
-fixing (u.m.)
maker
making
payer
paying
-raising (u.m.)
setting
rattle
bones
box
brain
brained
head
headed
ran
skull
skulled
snake
trap
raw
boned
bones
-edged (u.m.)
hide
-looking (u.m.)
#wool
razor
back
backed
bill
-billed (u.m.)
#blade
edge
edged
-keen (u.m.)
maker
making
man
-sharp (u.m.)
strop
razzle-dazzle
re (pref.)
-cover (cover again), -create (create again), etc.
-cross-examination
-ice
-ink
-redirect
evaluate, process, etc.
rest one word
reading #room
ready
-built (u.m.)
-handed (u.m.)
made (u.m.)
#reference
room
-witted (u.m.)
rear
#end
guard
most
view (u.m.)
ward
reception #room
record
breaker
breaking
keeper
keeping
maker
making
recti (c.f.)
all one word
recto (c.f.)
all one word
red
bait (v.)
baiter
belly
bill
-billed (u.m.)
bird
#blood
-blooded (u.m.)
bone
breast (bird)
buck
bug
cap (porter)
coat (n.)
eye (n.)
-eyed (u.m.)
-faced (u.m.)
fin (fish)
finch
fish
#fox
-haired (u.m.)
handed
head (n.)
headed
hearted
-hot (u.m.)
#lead
leg (bird)
-legged (u.m.)
#letter
line (n., u.m.)
#man
out (n., u.m.)
poll (bird)
red—con.
#rot
shank (bird)
skin (n.)
-skinned (u.m.)
start (bird)
tail (bird)
tape (nonliteral)
throat (bird)
-throated (u.m.)
ward
wing (bird)
wood
-yellow (u.m.)
reed
bird
buck
maker
making
plot
#stop
-thatched (u.m.)
work
reef
#knoll
#knot
regionwide
religio (c.f.)
all one word
remainderman
repair
man
#shop
representative
#at #large
-elect
research
#study
#worker
resino (c.f.)
all one word
respectworthy
rest
#cure
house
-refreshed (u.m.)
room
retro (c.f.)
-ocular
-omental
-operative
-oral
rest one word
rheo (c.f.)
all one word
rhinestone
rhino (c.f.)
all one word
rhizo (c.f.)
all one word
rhod(o) (c.f.)
all one word
rhomb(o) (c.f.)
all one word
rib
band
#cut
-pointed (u.m.)
#roast
work
ribbon
back
-bound (u.m.)
fish
maker
#snake
rice
bird
field
grower
growing
land
#paper
-throwing (u.m.)
#water
rich
-bound (u.m.)
-clad (u.m.)
-looking (u.m.)
rick
rack
stand
yard
ridge
band
land
pole
poled
rope
top
way
riffraff
rifle
bird
man
#pit
proof
shot
rig
out (n., u.m.)
-up (n., u.m.)
right
about
about-face
-angle (u.m., v.)
-angled (u.m.)
#away
-born (u.m.)
-hand (u.m.)
-handed (u.m.)
-hander
-headed (u.m.)
hearted
most
-of-way
#turn
ward
#whale
wing (political)
winger (political)
wingism (political)
rim
base
bound
-deep (u.m.)
fire
land
lock
maker
making
rock
#wheel
ring
-adorned (u.m.)
-banded (u.m.)
bark
bill
-billed (u.m.)
#binder
bird
bolt
bone
boned
bound
craft
dove
eye (n.)
giver
giving
goer
head
-in (n., u.m.)
lead (v.)
leader
maker
making
master
neck (bird)
-necked (u.m.)
-off (n., u.m.)
pin
-porous (u.m.)
-shaped (u.m.)
side
sider
sight
#spot
ring—con.
stand
stick
tail
-tailed (u.m.)
time
-up (n., u.m.)
wall
wise
worm
rip
cord
rap
rapping
roaring
sack
saw
snorter
snorting
tide
-up (n., u.m.)
river
bank
bed
borne
#bottom
damp
flow
-formed (u.m.)
front
head
#horse
man
scape
side
sider
wash
way
-worn (u.m.)
road
bank
bed
block
book
builder
building
craft
fellow
head
hog
house
maker
making
man
map
master
#runner (bird)
#scraper
#show
side
sider
stead
stone
-test (v.)
track
way
-weary (u.m.)
wise
worthy
rock
aby
#bass
bird
born
bottom (nonliteral)
bound
#climber
-climbing (u.m.)
craft
#crusher
#drill
#dust
fall (n.)
-fallen (u.m.)
fast
fill
firm
fish

- **rock**—con.
  - hearted
  - man
  - pile
  - -ribbed (u.m.)
  - #salt
  - shaft
  - slide
  - staff
  - #wool
  - work
- **rod**
  - maker
  - man
  - mill
  - -shaped (u.m.)
- **roe**
  - buck
  - #deer
  - stone
- **roentgeno** (c.f.)
  - *all one word*
- **roll**
  - about (n., u.m.)
  - back (n., u.m.)
  - call
  - -fed (v.)
  - film
  - #leaf
  - mop (herring)
  - off (n., u.m.)
  - -on (n., u.m.)
  - out (n., u.m.)
  - over (n., u.m.)
  - top
  - up (n., u.m.)
  - way
- **roller**
  - #backer
  - #coaster
  - -made (u.m.)
  - maker
  - making
  - man
  - -milled (u.m.)
  - #press
  - #skate
- **Romano** (c.f.)
  - -canonical, etc.
  - #cheese
  - -Gallic, etc.
- **roof**
  - garden
  - line
  - load
  - man
  - #tile
  - top
  - tree
  - ward
- **room**
  - #clerk
  - keeper
  - mate
- roominghouse
- **root**
  - #beer
  - bound
  - cap
  - -cutting (u.m.)
  - fast
  - hold
  - #mean #square
  - #rot
  - stalk
  - stock
- **rope**
  - bound
  - dance
  - dancer
  - dancing
  - -fastened (u.m.)
  - house
  - layer
  - laying
  - maker
  - making
  - stitch
  - #twine
- **rope**—con.
  - walk
  - walker
  - way
  - work
- **rose**
  - -bright (u.m.)
  - bud
  - drop
  - fish
  - head
  - -headed (u.m.)
  - -scented (u.m.)
  - -sweet (u.m.)
  - tan
  - time
  - #tree
  - #water
  - worm
- **rotor**
  - craft
  - plane
  - ship
- **rotten**
  - -dry (u.m.)
  - hearted
  - -minded (u.m.)
  - stone
- **rough**
  - -and-ready (u.m.)
  - -and-tumble (n., u.m.)
  - cast (u.m., v.)
  - -coat (v.)
  - -cut (u.m.)
  - draw (v.)
  - dress (v.)
  - dry (u.m., v.)
  - -face (v.)
  - -faced (u.m.)
  - hearted
  - hew
  - hewer
  - hewn
  - house
  - houser
  - housing
  - leg (hawk)
  - -legged (u.m.)
  - -looking (u.m.)
  - neck
  - necked
  - ride
  - rider
  - setter
  - shod
  - -sketch (v.)
  - slant (n.)
  - string
  - stuff
  - tailed
  - #work (n.)
  - work (v.)
  - wrought
- **rougher**
  - -down
  - -out
  - -up
- roughing-in (u.m.)
- **round**
  - about (n., u.m.)
  - about-face
  - -faced (u.m.)
  - fish
  - head
  - headed
  - house
  - line
  - -made (u.m.)
  - mouthed
  - nose (tool)
  - out (n., u.m.)
  - ridge (v.)
  - robin (petition)
  - seam
  - table (panel)
  - tail (fish)
  - -tailed (u.m.)
  - -topped (u.m.)
- **round**—con.
  - #trip
  - -tripper
  - up (n., u.m.)
- **row**
  - boat
  - lock
  - off (n., u.m.)
  - port
- **rub**
  - -a-dub
  - down (n., u.m.)
  - stone
- **rubber**
  - band
  - -down
  - -lined (u.m.)
  - neck
  - necker
  - nose (fish)
  - -off
  - #plant
  - proofed
  - -set (u.m.)
  - stamp (nonliteral) (n., u.m., v.)
  - #stamp (n.)
  - -stamped (u.m.)
  - stone
- **rubble**
  - stone
  - work
- **ruby**
  - -hued (u.m.)
  - -red (u.m.)
  - -set (u.m.)
  - tail
  - throat (bird)
  - -throated (u.m.)
- **rudder**
  - #brake
  - head
  - hole
  - post
  - stock
- **rule**
  - maker
  - making
  - monger
  - #of #thumb
- **rum**
  - -crazed (u.m.)
  - runner
  - running
  - seller
  - selling
  - shop
- rumpus #room
- **run**
  - about (n., u.m.)
  - around (n., u.m.)
  - away (n., u.m.)
  - back (n., u.m.)
  - by (n.)
  - down (n., u.m.)
  - fish
  - holder
  - -in (n., u.m.)
  - keeper
  - off (n., u.m.)
  - -on (n., u.m.)
  - out (n., u.m.)
  - over (n., u.m.)
  - through (n., u.m.)
  - up (n., u.m.)
  - way
- runner-up
- **rush**
  - -bottomed (u.m.)
  - #hour
  - land
  - light
  - like
- **Russo** (c.f.)
  - -Chinese, etc.
  - *rest one word*
- **rust**
  - -brown (u.m.)
  - -eaten (u.m.)
- **rust**—con.
  - #fungus
  - proof
  - proofing
  - -resistant (u.m.)
  - -stained (u.m.)
- **rye**
  - #bread
  - #field

S

- S
  - -bend
  - -brake
  - -iron
  - -shaped
  - -trap
  - -wrench
- **S**
  - -boat
  - -ray
- **Sabbath**
  - breaker
  - breaking
  - keeper
  - keeping
- **saber**
  - bill
  - fish
  - -legged (u.m.)
  - tooth
  - -toothed (u.m.)
  - wing (bird)
- **sable**
  - -cloaked (u.m.)
  - fish
- Sabrejet
- **saccharo** (c.f.)
  - *all one word*
- **sack**
  - bearer
  - cloth
  - clothed
  - #coat
  - -coated (u.m.)
  - #duty
  - maker
  - -making (u.m.)
  - man
  - -shaped (u.m.)
  - time
- **sacro** (c.f.)
  - *all one word*
- **sad**
  - -eyed (u.m.)
  - hearted
  - iron
  - #sack
  - -voiced (u.m.)
- **saddle**
  - back
  - -backed (u.m.)
  - bag
  - bow
  - cloth
  - -graft (v.)
  - #horse
  - like
  - maker
  - -making (u.m.)
  - nose
  - -nosed (u.m.)
  - #roof
  - room
  - #seat
  - sick
  - sore
  - soreness
  - #stitch
  - -stitched (u.m.)
  - #stitcher
  - tree
  - -wire (u.m.)
  - wise
- **safe**
  - blower
  - blowing
  - breaker
  - breaking
- **safe**—con.
  - cracker
  - cracking
  - -deposit (u.m.)
  - guard
  - guarded
  - guarding
  - #hit
  - hold
  - keeper
  - keeping
  - light (photog.)
  - maker
  - making
- **sage**
  - brush
  - brusher
  - leaf
  - -leaved (u.m.)
  - #tea
- **sail**
  - boat
  - cloth
  - -dotted (u.m.)
  - fish
  - flying
  - keeper
  - maker
  - making
  - plane
  - room
  - yard
- **sailor**
  - fish
  - -laborer
  - man
  - -minded (u.m.)
  - proof
- **saint**
  - like
  - maker
  - making
- **sale**
  - goer
  - note
  - room
  - work
  - yard
- **sales**
  - book
  - clerk
  - lady
  - man
  - manship
  - people
  - person
  - room
  - #tax
  - woman
- **salmon**
  - -colored (u.m.)
  - #fishing
  - -red (u.m.)
- **saloon**
  - #deck
  - keeper
- **salpingo** (c.f.)
  - -oophorectomy
  - -oophoritis
  - -ovariotomy
  - -ovaritis
  - *rest one word*
- **salt**
  - box
  - catch
  - cellar
  - -cured (u.m.)
  - #fish
  - house
  - #lick
  - maker
  - making
  - man
  - #marsh
  - master
  - mouth
  - pack
  - pan
  - peter

- **salt**—con.
  - pit
  - pond
  - #pork
  - room
  - shaker
  - spoon
  - spoonful
  - sprinkler
  - #water
  - worker
  - works
  - yard
- **salver**
  - form
  - -shaped (u.m.)
- **sample**
  - #book
  - #box
  - #case
  - maker
  - -making (u.m.)
  - man
  - room
- **sand**
  - bag
  - bagged
  - bagger
  - bagging
  - bank
  - bar
  - bath
  - bin
  - blast
  - blasted
  - blaster
  - blasting
  - blown
  - board
  - box
  - boy (insect)
  - -built (u.m.)
  - -buried (u.m.)
  - -cast (u.m., v.)
  - culture
  - #dune
  - fill
  - fish
  - flea
  - glass
  - heat
  - hill
  - -hiller
  - hog
  - hole
  - lapper
  - line
  - lot
  - lotter
  - man
  - necker (bird)
  - paper
  - papered
  - paperer
  - papering
  - peep (bird)
  - pile
  - pipe
  - piper
  - pit
  - -pump (u.m., v.)
  - shoe
  - spit
  - stone
  - storm
  - table
  - weld (v.)
  - -welded (u.m.)
  - -welding (u.m.)
- **sandy**
  - -bottomed (u.m.)
  - -red (u.m.)
- sangfroid
- **sans**
  - #peer
  - #serif
  - #souci
- **sap**
  - bush
  - #flow
  - -green (u.m.)
  - head
  - headed
  - #rot
  - #stain
  - sucker (bird)
  - wood
- **sapphire**
  - -blue (u.m.)
  - -colored (u.m.)
  - wing (bird)
- **sarco** (c.f.)
  - *all one word*
- **sash**
  - cord
  - house
  - line
  - maker
  - making
  - #weight
- **satin**
  - #cloth
  - fin (fish)
  - #glass
  - -lined (u.m.)
  - -smooth (u.m.)
  - #weave
- **sauce**
  - boat
  - box
  - dish
  - man
  - pan
- **sauer**
  - braten
  - kraut
- save-all (n., u.m.)
- **saw**
  - back
  - belly
  - bill (bird)
  - -billed (u.m.)
  - bones (n.)
  - buck
  - dust
  - -edged (u.m.)
  - fish
  - #guard
  - #handle
  - horse
  - #log
  - maker
  - making
  - man
  - mill
  - -pierce (v.)
  - setter
  - smith
  - timber
  - -toothed (u.m.)
  - way
  - worker
- **sax**
  - board
  - cornet
  - horn
  - tuba
- **say**
  - -nothing (n., u.m.)
  - -so (n.)
- scabland
- **scale**
  - bark
  - #beam
  - board
  - book
  - -bright (u.m.)
  - down (n., u.m.)
  - drake
  - fish
  - maker
  - making
  - man
  - pan
  - -reading (u.m.)
  - smith
- **scale**—con.
  - tail
  - work
  - worm
- **scandal**
  - #bearer
  - monger
  - mongering
- **scape**
  - goat
  - #wheel
- **scapulo** (c.f.)
  - *all one word*
- **scar**
  - -clad (u.m.)
  - face
  - -faced (u.m.)
- **scare**
  - bird
  - crow
  - devil
  - fish
  - hawk
  - head
  - monger
  - mouse
  - proof
  - sheep
  - sleep
  - thief
- **scarf**
  - #cloud
  - pin
  - maker
  - making
  - skin
  - wise
- **scarlet**
  - -breasted (u.m.)
  - #fever
  - -red (u.m.)
- **scatter**
  - brain
  - brained
  - good
  - #rug
- **scene**
  - craft
  - #painter
  - shifter
  - wright
- **schisto** (c.f.)
  - *all one word*
- **schizo** (c.f.)
  - *all one word*
- **school**
  - bag
  - #board
  - book
  - bookish
  - boy
  - bred
  - bus
  - child
  - children
  - craft
  - dame
  - day
  - fellow
  - girl
  - going
  - house
  - keeper
  - keeping
  - ma'am
  - -made (u.m.)
  - maid
  - man
  - master
  - mate
  - miss
  - mistress
  - room
  - ship
  - -taught (u.m.)
  - teacher
  - teaching
  - time
- **school**—con.
  - -trained (u.m.)
  - ward
  - work
  - yard
  - #year
- **scientifico** (c.f.)
  - *all one word*
- **scissor**
  - bill
  - bird
  - -fashion (u.m.)
  - #grinder
  - hold
  - maker
  - -making (u.m.)
  - #sharpener
  - smith
  - tail
  - -tailed (u.m.)
  - -winged (u.m.)
- **scissors**
  - -fashion (u.m.)
  - maker
  - -making (u.m.)
  - -shaped (u.m.)
  - #smith
- **sclero** (c.f.)
  - -oophoritis
  - -optic
  - *rest one word*
- **score**
  - board
  - book
  - card
  - keeper
  - keeping
  - sheet
- scot-free (u.m.)
- **Scoto** (c.f.)
  - -Britannic, etc.
- **Scots**
  - man
  - woman
- **scour**
  - fish
  - way
- **scout**
  - #badge
  - #car
  - craft
  - #cruiser
  - hood
  - master
- **scrap**
  - basket
  - book
  - box
  - #heap
  - #iron
  - man
  - #paper
  - works
- **scrape**
  - -finished (u.m.)
  - gut (n.)
  - penny
  - shoe (n.)
- **scratch**
  - board
  - brush
  - -brusher
  - card
  - cat
  - -coated (u.m.)
  - #pad
  - #test
  - work
- **screech**
  - bird
  - #owl
- **screen**
  - land
  - line
  - maker
  - making
  - man
  - #plate
- **screen**—con.
  - play
  - writer
- **screw**
  - ball
  - barrel
  - bolt
  - bound
  - cap
  - #collar
  - down (u.m.)
  - drive (v.)
  - -driven (u.m.)
  - driver
  - head
  - hook
  - jack
  - -lifted (u.m.)
  - maker
  - making
  - man
  - nut
  - plug
  - post
  - #propeller
  - ship
  - stock
  - #thread
  - -threaded (u.m.)
  - -turned (u.m.)
  - #wheel
- **scroll**
  - head
  - work
- **scrub**
  - bird
  - board
  - land
  - #typhus
- scumboard
- scuttlebutt
- **scythe**
  - maker
  - making
  - man
  - -shaped (u.m.)
  - smith
  - stone
  - work
- **sea**
  - #anchor
  - #base
  - -based (u.m.)
  - #bass
  - -bathed (u.m.)
  - beach
  - -beaten (u.m.)
  - bed
  - #bird
  - -blue (u.m.)
  - board
  - #boat
  - -born (u.m.)
  - borne
  - bound
  - -bred (u.m.)
  - coast
  - #cow
  - craft
  - -deep (u.m.)
  - dog
  - #dragon
  - -driven (u.m.)
  - drome
  - -ear (mollusk)
  - -encircled (u.m.)
  - fare (food)
  - farer (traveler)
  - faring
  - fighter
  - folk
  - food
  - fowl
  - front
  - #gate
  - girt
  - goer
  - going
  - -green (u.m.)

sea—con.
hound
lane
#level
lift
like
#lion
man
mark
#mile
#mule
#otter
piece
plane
port
power
quake
#room
scape
#scout
scouting
shell
shine
shore
sick
sickness
side
stroke
#time (clock)
#train
wall
-walled (u.m.)
ward
ware
#water
way
weed
weedy
wide
wife (fish)
wing
worn
worthiness
worthy
-wrecked (u.m.)
seal
-brown (u.m.)
maker
making
skin
seam
blasting
like
rend (v.)
stitch
weld (v.)
-welded (u.m.)
-welding (u.m.)
search
light
plane
room
seat
#cover
maker
making
-mile
work
second
-class (u.m.)
-degree (u.m.)
-foot
-guess (v.)
hand (adv., u.m.)
#hand (n.)
#in #command
-rate (u.m.)
-rater
#sight
-sighted (u.m.)
secret
monger
#service
#society
secretary
#general
secretary—con.
-generalcy
-generalship
ship
-treasurer
section
#crew
#gang
#hand
#man
see
catch
saw
seed
bed
bird
borne
box
cake
case
coat
eater (**bird**)
kin
lac
#plant
#pod
stalk
time
seer
band
fish
hand
sucker
seismo (c.f.)
all one word
selectman
self
dom
hood
less
ness
same
ward
reflexive prefix, use hyphen
sell
off (n., u.m.)
out (n., u.m.)
semi (pref.)
-armor-piercing (u. m.)
-Christian, etc.
-idleness, -indirect, etc.
-winter-hardy (u.m.)
annual, arid, etc.
rest one word
send
off (n., u.m.)
out (n., u.m.)
senso (c.f.)
all one word
sentence
#maker
-making (u.m.)
#monger
septi (c.f.)
all one word
septo (c.f.)
all one word
sergeant
#at #arms
fish
#major
serio (c.f.)
all one word
sero (c.f.)
all one word
serrate
-ciliate (u.m.)
-dentate (u.m.)
serveout (n., u.m.)
service
-connected (u.m.)
man
service—con.
#stripe
wide
woman
servo
amplifier
control
mechanism
motor
system
sesqui (c.f.)
all one word
set
-aside (n., u.m.)
back (n., u.m.)
bolt
down (n., u.m.)
-fair (n.)
head
-in (n., u.m.)
line
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
piece
pin
screw
-stitched (u.m.)
-to (n., u.m.)
up (n., u.m.)
wise
work
setter
-forth
-in
-on
-out
-to
-up
settle
brain
down (n., u.m.)
seven
-branched (u.m.)
fold
folded
penny (nail)
score
-shooter
-up (n.)
severalfold
sewer
line
man
#pipe
sex
annulate, radiate, etc., *all one word, as combining form*
#cell
#hormone
#intergrade
-limited (u.m.)
#linkage
shad
-bellied (u.m.)
belly
bird
shade
-giving (u.m.)
-grown (u.m.)
tail
shadow
box (v.)
boxing
gram
graph
land
#line
#stitch
shag
bark
-haired (u.m.)
tail
shake
#cabin
down (n., u.m.)
out (n., u.m.)
proof
up (n., u.m.)
shallow
brained
-draft (u.m.)
-headed (u.m.)
hearted
pated
shame
-crushed (u.m.)
face
faced
proof
sick
worthy
shank
bone
#mill
piece
shapeup (n., u.m.)
share
#beam
bone
broker
crop
cropper
holder
out (n., u.m.)
sharkskin
sharp
-angled (u.m.)
-cut (u.m.)
-edged (u.m.)
-freeze (u.m., v.)
-freezer
-looking (u.m.)
saw (bird)
-set (u.m.)
shod
shooter
shooting
tail (bird)
-tailed (u.m.)
ware
-witted (u.m.)
shatter
brain
brained
proof
shave
hook
tail
shear
bill (bird)
hog
man
pin
tail (bird)
water (bird)
waters
#zone
sheath
bill
#knife
-winged (u.m.)
shed
hand
man
sheep
biter
biting
cote
crook
dip
#dog
faced
#farm
fold
gate
headed
hearted
herder
sheep—con.
herding
hook
keeper
keeping
-kneed (u.m.)
land
like
man
master
nose (apple)
pen
shank
shear (v.)
shearer (n.)
shearing
shears
shed
sick
skin
split
stealer
stealing
walk
-white (u.m.)
-witted (u.m.)
sheer
line
off (n., u.m.)
up (n., u.m.)
sheet
#anchor
block
flood
#glass
rock
ways
wise
work
writing
shelf
#ice [1]
#life
#list
piece
#plate
shell
back
bound
burst
cracker (fish)
eater (bird)
fire
fish
fishery
#game
hole
-like
man
proof
shock
shocked
work
worker
shelter
belt
#half
#tent
#trench
wood
shield
#bearer
maker
-shaped (u.m.)
tail
shilly
-shallier
-shally
shin
bone
guard
plaster
shiner-up
ship
board
borne

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[1] By international agreement, "shelf ice" was dropped in 1953. Use "ice shelf." Approved by U.S. Board on Geographic Names.

ship—con.
bound
boy
breaker
breaking
broken
broker
builder
building
#fever
keeper
lap
load
man
mast
master
mate
owner
owning
plane
-rigged (u.m.)
shape
side
smith
way
work
worm
wreck
wrecked
wright
yard
shipping
#master
#office
#room
shirt
band
maker
making
man
#sleeve
tail
waist
shock
#cord
head
headed
#therapy
#troops
#wave
shoe
bill
binder (bird)
black
box
boy
brush
#buckle
craft
horn
lace
#last
maker
making
man
pack
scraper
shine
shop
store
string
tree
shoot
man
off (n., u.m.)
shop
board
book
boy
breaker
breaking
folk
girl
keeper
keeping
lifter
lifting
like
-made (u.m.)

shop—con.
man
mark
mate
owner
-soiled (u.m.)
talk
walker
wear
window
woman
work
worn
shore
#bird
#boat
fast
going
land
#leave
line
man
side
short
-armed (u.m.)
bread
cake
change (v.)
changer
#circuit
-circuited (u.m.)
comer
coming
cut (n., u.m., v.)
fall (n.)
-fed (u.m.)
hand (writing)
-handed (u.m.)
head (whale)
horn (n., u.m.)
-horned (u.m.)
-lasting (u.m.)
leaf (u.m.)
-lived (u.m.)
rib
#sale
-shunt (u.m.)
sighted
#snorter
staff
stop
tail (n.)
#ton
wave (radio)
shot
gun
hole
maker
man
proof
put
putting
star
shoulder
#blade
-high (u.m.)
#strap
shovel
bill
fish
head (fish)
-headed (u.m.)
maker
making
man
nose
-nosed (u.m.)
show
bird
board
boat
card
case
down (n., u.m.)
girl
man
off (n., u.m.)
piece
place

show—con.
room
through (printing) (n., u.m.)
up (n., u.m.)
yard
shower
#bath
proof
shredout (n., u.m.)
shrimp
#catcher
fish
-pink (u.m.)
shroud
-laid (u.m.)
line
plate
shuffle
board
wing (bird)
shunt
#winding
-wound (u.m.)
shut
away (n., u.m.)
down (n., u.m.)
eye (n., u.m.)
-in (n., u.m.)
-mouthed (u.m.)
off (n., u.m.)
out (n., u.m.)
up (u.m.)
shuttle
cock
#race
wise
sick
-abed (n., u.m.)
bay
bed
#call
hearted
#leave
list
room
sickle
bill
-billed (u.m.)
man
-tailed (u.m.)
side
arms
band
board
bone
burns
car
check
-cut (u.m.)
dress (v.)
flash
head (printing)
hill
hook
kick
lap
#light (literal)
light (nonliteral)
#line (literal)
line (nonliteral)
long
note
piece
plate
play
#road
saddle
shake
show
slip
splitter
splitting
step
stitch
-stitched (u.m.)
sway
swipe
swiper

side—con.
track
walk
wall
way
ways
-wheeler
winder
wise
sieve
like
maker
making
sight
#edge
hole
proof
read
reader
reading
saver
saving
see
seeing
seer
setter
worthy
sign
board
man
off (n., u.m.)
-on (n., u.m.)
#painter
post
up (n., u.m.)
writer
signal
man
#tower
silico (c.f.)
all one word
silk
grower
man
#screen
-stockinged (u.m.)
tail (bird)
woman
work
works
worm
silt
pan
stone
silver
back (bird)
-backed (u.m.)
beater
belly (fish)
bill (bird)
-bright (u.m.)
fin (fish)
fish
#fox
-gray (u.m.)
-haired (u.m.)
-lead (u.m.)
-leaved (u.m.)
plate (v.)
-plated (u.m.)
-plating (u.m.)
point (drawing)
print
side(s) (fish)
skin
smith
smithing
spot (butterfly)
tail (fish)
tip
-tongued (u.m.)
top
ware
work
worker
simon-pure (u.m.)
simple
-headed (u.m.)
hearted

simple—con.
-minded (u.m.)
-rooted (u.m.)
-witted (u.m.)
simulcast
sin
-born (u.m.)
-bred (u.m.)
proof
sine
#curve
#die
#wave
sing
song
spiel
single
bar
-breasted (u.m.)
-decker
-edged (u.m.)
handed
hearted
hood
-loader
-minded (u.m.)
-phase (u.m.)
-seater
stick
sticker
#stitch
#tax
#track
tree
sink
box
head
hole
room
stone
Sino (c.f.)
-Japanese, etc.
sister
-german
hood
-in-law
sit
down (n., u.m.)
-downer
fast (n., u.m.)
sitter
-by
-out
sitting #room
sitzmark
six
-cylindered (u.m.)
fold
penny (nail)
-ply (u.m.)
score
-shooter
-wheeler
sizeup (n., u.m.)
sketch
book
#plan
skew
back
backed
bald
#table
wise
ski
#jump
plane
#suit
skid
#chain
#fin
lift (truck)
proof
road
way
skim #milk
skin
bound
-clad (u.m.)
deep

skin—con.
diver
diving
flint
-graft (v.)
#test
tight
skip
jack
man
#numbering
tail
skirt
board
#dance
marker
skull
cap
fish
skunk
bill
head
top
sky
-blue (u.m.)
gazer
-high (u.m.)
lark
larking
lift
light
line
look (v.)
man
#map
#pilot
rocket
sail
scape
scraper
shine
#train
#truck
ward
wave
way
write (v.)
writer
writing
slab
man
-sided (u.m.)
stone
slack
-bake (v.)
-filled (u.m.)
#water
#wire
slambang
slant
-eyed (u.m.)
wise
slap
bang
dab
dash
down (n., u.m.)
happy
jack
slap
stick
-up (n., u.m.)
slate
-blue (u.m.)
-colored (u.m.)
like
maker
making
work
works
write (v.)
writing
yard
slaughter
house
man
pen
yard
slave
-born (u.m.)
-deserted (u.m.)
holder
holding
land
#market
owner
ownership
pen
#trade
#worker
Slavo (c.f.)
-Hungarian, etc.
sledge
#hammer
-hammered (u.m.)
meter
sleep
-filled (u.m.)
marken (fish)
talker
walker
walking
sleepy
-eyed (u.m.)
head
headed
-looking (u.m.)
sleet
proof
storm
#wheel
sleeve
band
board
fish
#nut
sleuth
dog
hound
slide
film
head
knot
man
#rule
#valve
way
sling
ball
shot
stone
slinkskin
slip
along (u.m.)
back
band
board
case
cover
house
knot
#law
-on (n., u.m.)
over (n., u.m.)
#proof (printing)
proof
ring
sheet
-shelled (u.m.)
shod
slop
sole
step
stitch
stream
top
topped
-up (n., u.m.)
ware
washer
way
slit
-eyed (u.m.)
shell
#skirt
slop
-built (u.m.)
maker
making
man
-molded (u.m.)
over (n., u.m.)
room
seller
shop
stone
work
worker
slope
-faced (u.m.)
ways
wise
slow
belly
down (n., u.m.)
-footed (u.m.)
going
headed
hearted
-motion (u.m.)
mouthed
poke
#time
up (n., u.m.)
-witted (u.m.)
worm
slug
-cast (v.)
caster
casting
sluice
box
#gate
way
slum
gullion
gum
land
slumber
-bound (u.m.)
land
small
#arms
-ankled (u.m.)
#businessman
hearted
-hipped (u.m.)
mouthed
pox
-scale (u.m.)
sword
talk
time (u.m.)
town (u.m.)
ware
smart
#aleck
-alecky (u.m.)
-looking (u.m.)
#set
-tongued (u.m.)
smash
board
up (n., u.m.)
smear
case
#culture
smoke
-blinded (u.m.)
bound
box
-brown (u.m.)
chaser
-dried (u.m.)
-dry (v.)
-dyed (u.m.)
-filled (u.m.)
house
jack
jumper
jumping
-laden (u.m.)
proof
room
smoke—con.
screen
shop
stack
tight
smoking #room
smooth
bore
bored
-browed (u.m.)
-cast (u.m.)
mouthed
-tongued (u.m.)
-working (u.m.)
snackbar
snail
eater (bird)
-paced (u.m.)
-slow (u.m.)
snail's #pace
snake
bird
bite
-bitten (u.m.)
#doctor
-eater
-eyed (u.m.)
fish
head
hole
holing
neck (bird)
piece
pit
skin
stone
snap
back
dragon
#fastener
head
holder
hook
ring
roll
shooter
shooting
shot
shotted
shotter
shotting
-up (u.m.)
snapper
-back
-up
snipe
bill
#eel
fish
-nosed (u.m.)
sniperscope
snooperscope
snow
ball
bank
berg
bird
blind
blinded
#blindness
blink
block
-blocked (u.m.)
bound
break
#bunting (bird)
cap
capped
-choked (u.m.)
clad (u.m.)
#cover
-covered (u.m.)
craft
drift
fall
field
flake
hammer (bird)
house
snow—con.
land
line
melt
-melting (u.m.)
mobile
pack
pit
plow
scape
shade
shed
shine
shoe
shoer
sled
slide
slip
storm
suit
-topped (u.m.)
#water
-white (u.m.)
snuff
box
maker
making
-stained (u.m.)
so
-and-so
beit (n., conj.)
-called (u.m.)
-seeming (u.m.)
-so
soap
box
bubble
bubbly
dish
fast
#fat
fish
flakes
maker
making
#opera
rock
stock
stone
suddy
suds
sob
proof
#sister
#story
#stuff
sober
-minded (u.m.)
sided
sides
social
#work
#worker
socio (c.f.)
-official
economic, etc.
rest one word
sock
eye
maker
making
sod
bound
buster
culture
#grass
#house
work
soda
#granite
jerk
#pop
#water
sofa
#bed
#maker
-making (u.m.)
-ridden (u.m.)
#seat

- **soft**
  - ball
  - -boiled (u.m.)
  - brained
  - #coal
  - #drink
  - #goods
  - head
  - hearted
  - like
  - -pedal (v.)
  - -shelled (u.m.)
  - -soap (nonliteral) (v.)
  - -soaper (nonliteral)
  - -spoken (u.m.)
  - tack
  - wood
- **soldier**
  - bird
  - -fashion (u.m.)
  - fish
  - hearted
  - like
  - proof
- **sole**
  - cutter
  - cutting
  - piece
  - plate
  - print
- **somato** (c.f.)
  - *all one word*
- **some**
  - body
  - day
  - how
  - one (anyone)
  - #one (distributive)
  - place (adv.)
  - thing
  - time (adv., u.m.)
  - #time (some time ago)
  - times
  - way
  - what
  - where
- **son**
  - -in-law
  - #of #man
- **song**
  - bird
  - book
  - craft
  - fest
  - land
  - maker
  - making
  - man
  - worthy
  - wright
  - writer
  - writing
- sonobuoy
- **sooth**
  - fast
  - say
  - sayer
  - saying
- **sore**
  - -eyed (u.m.)
  - foot (n.)
  - -footed (u.m.)
  - head (n., u.m.)
  - headed
  - hearted
  - #throat
- **sorry**
  - hearted
  - -looking (u.m.)
- **soul**
  - -deep (u.m.)
  - mate
  - -searching (u.m.)
  - sick
- **sound**
  - -absorbing (u.m.)
  - board
- **sound**—con.
  - #field
  - film
  - headed
  - hearted
  - -minded (u.m.)
  - off (n., u.m.)
  - proof
  - #wave
- **soup**
  - bone
  - house
  - like
  - #plate
  - spoon
  - #stock
- **sour**
  - belly
  - bread
  - dough (n.)
  - faced
  - #grapes
  - headed
  - hearted
  - -natured (u.m.)
  - -sweet
- sourcebook
- **south**
  - -born (u.m.)
  - borne
  - bound
  - -central (u.m.)
  - east
  - east-bound (u.m.)
  - eastern
  - #end
  - going
  - land
  - lander
  - paw
  - #side
  - -sider
  - -southeast
  - ward
  - west
  - west-bound (u.m.)
  - wester
- **sow**
  - back
  - backed
  - belly
  - bug
- **space**
  - band
  - bar
  - craft
  - -cramped (u.m.)
  - #key
  - man
  - mark
  - #rule (printing)
  - ship
  - #time
  - writer
- **spade**
  - -dug (u.m.)
  - fish
  - foot
  - -footed (u.m.)
  - #handle
  - maker
  - making
  - man
  - -shaped (u.m.)
  - work
- **span**
  - -long (u.m.)
  - -new (u.m.)
  - piece
- **Spanish**
  - #American
  - -Arab
  - -born (u.m.)
  - -speaking (u.m.)
- **spar**
  - #buoy
  - #deck
- **spare**
  - -bodied (u.m.)
  - rib
  - #room
- **spark**
  - back
  - #coil
  - #gap
  - over (n., u.m.)
  - #plug (literal)
  - plug (nonliteral)
- **spatter**
  - dash
  - work
- speakeasy (n.)
- **spear**
  - bound
  - cast
  - fish
  - head
  - -high (u.m.)
  - man
  - proof
  - -shaped (u.m.)
  - #thrower
- **speckle**
  - belly
  - breast (bird)
  - -breasted (u.m.)
- **spectro** (c.f.)
  - *all one word*
- **speech**
  - -bereft (u.m.)
  - bound
  - craft
  - maker
  - making
  - -read (v.)
  - #reading
  - writer
  - writing
- **speed**
  - boat
  - boating
  - boatman
  - #cop
  - letter
  - trap
  - up (n., u.m.)
  - way
  - writing
- **spell**
  - bind
  - binder
  - binding
  - bound
  - craft
  - down (n., u.m.)
  - -free (u.m.)
  - proof
  - word
  - work
- **spelling**
  - down (n.)
  - #match
- **spelter**
  - man
  - #solder
- **spend**
  - -all (n.)
  - thrift
- **spermato** (c.f.)
  - *all one word*
- **spermo** (c.f.)
  - *all one word*
- **spheno** (c.f.)
  - -occipital
  - *rest one word*
- sphinxlike
- **sphygmo** (c.f.)
  - *all one word*
- **spice**
  - box
  - -burnt (u.m.)
  - cake
  - house
  - -laden (u.m.)
  - land
- **spider**
  - #crab
  - -legged
  - -spun (u.m.)
  - #web (n.)
  - web (u.m., v.)
  - #wheel
  - work
- **spike**
  - bill
  - -billed (u.m.)
  - fish
  - horn
  - -kill (v.)
  - like
  - #nail
  - -pitch (v.)
  - tail
- **spile**
  - hole
  - worm
- **spill**
  - over (n., u.m.)
  - way
- **spindle**
  - -formed (u.m.)
  - head
  - -legged (u.m.)
  - legs
  - shanks
  - tail
  - worm
- **spine**
  - #ache
  - bill
  - bone
  - -broken (u.m.)
  - -pointed (u.m.)
  - tail
- spinning #wheel
- **spino** (c.f.)
  - -olivary
  - *rest one word*
- **spirit**
  - -born (u.m.)
  - -broken (u.m.)
  - land
  - #level
  - wise
  - #world
  - #writing
- **spit**
  - ball
  - baller
  - box
  - fire
  - poison
  - stick
- **spite**
  - #fence
  - #wall
  - work
- **splanchno** (c.f.)
  - *all one word*
- **splash**
  - board
  - #dam
  - proof
- **splatter**
  - faced
  - work
- **splay**
  - foot
  - footed
  - mouth
  - mouthed
- **spleen**
  - -born (u.m.)
  - sick
  - -swollen (u.m.)
- **spleno** (c.f.)
  - *all one word*
- **splinter**
  - #bar
  - proof
- **split**
  - beak (bird)
  - finger (crustacean)
  - #flap
- **split**—con.
  - fruit
  - mouth
  - saw
  - #second
  - tail (fish)
  - -tongued (u.m.)
  - up (n., u.m.)
  - worm
- spoilsport
- **spoils**
  - man
  - monger
- **spoke**
  - shave
  - stitch
  - -stitching (u.m.)
- **spokes**
  - man
  - woman
- **spondylo** (c.f.)
  - *all one word*
- **sponge**
  - #bath
  - cake
  - #cloth
  - diver
  - -diving (u.m.)
  - -shaped (u.m.)
- **spongio** (c.f.)
  - *all one word*
- **spool**
  - winder
  - wood
- **spoon**
  - -beaked (u.m.)
  - bill (bird)
  - -billed (u.m.)
  - bread
  - drift
  - -fed (u.m.)
  - maker
  - making
  - -shaped (u.m.)
  - ways
  - wise
- **spore**
  - former
  - forming
  - #fruit
  - #print
- **sporo** (c.f.)
  - *all one word*
- **sports**
  - #editor
  - man
  - manlike
  - #page
  - wear
  - woman
  - writer
- **spot**
  - #check
  - -checked (u.m.)
  - -face (v.)
  - light
  - weld (v.)
  - -welded (u.m.)
  - -welding (u.m.)
- **spray**
  - board
  - #gun
  - room
  - -washed (u.m.)
- **spread**
  - board
  - -eagle (u.m., v.)
  - head
  - out (n., u.m.)
  - over (n., u.m.)
  - -set (v.)
- **spring**
  - back (bookbinding)
  - board
  - bok
  - -born (u.m.)
  - buck
  - -clean (v.)

pring—con.
#fever
finger
fish
-grown (u.m.)
halt
head
house
like
#lock
maker
making
-plow (v.)
-plowed (u.m.)
tail
tide (season)
time
trap
sprit
sail
tail
spur
-clad (u.m.)
-driven (u.m.)
gall
-galled (u.m.)
-heeled (u.m.)
like
maker
making
#track
way
spurnwater
spy
boat
glass
hole
tower
square
-bottomed (u.m.)
-built (u.m.)
#dance
#deal
#edge
-faced (u.m.)
flipper
#foot
head
headed
#knot
#mark
#mile
-rigged (u.m.)
#root
-set (u.m.)
shooter
tail (fish)
#wave
squaw
fish
man
squeeze
-in (n., u.m.)
out (n., u.m.)
#play
up (n., u.m.)
squirrel
#cage
fish
-headed (u.m.)
stable
boy
fly
keeper
man
stack
freed
man
room
stand
up (n., u.m.)
yard
staff
-herd (v.)
man
stag
-handled (u.m.)
head
-headed (u.m.)

stag—con.
horn
-horned (u.m.)
hound
hunt
hunter
hunting
skin
stage
coach
craft
hand
land
like
line
man
#set
-struck (u.m.)
wise
worthy
stair
builder
building
case
head
step
stepper
way
#well
work
stake
head
holder
master
stale
mate
-worn (u.m.)
stall
board
-fed (u.m.)
-feed (v.)
keeper
man
stamp
book
-licking (u.m.)
man
#tax
stand
by (n., u.m.)
down (n., u.m.)
fast (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
offish
out (n., u.m.)
pat
patter
pattism
pipe
point
post
still (n., u.m.)
up (n., u.m.)
standard
#bearer
bred
#breed
#gage
#time
stander-by
staphylo (c.f.)
all one word
star
blind
board
bright
craft
dust
finch
fish
gaze
gazer
gazing
-led (u.m.)
light
like
lit
lite (gem)

star—con.
nose (mole)
proof
shake
#shell
shine
shoot
-spangled (u.m.)
stone
stroke
-studded (u.m.)
throat (bird)
#time
#wheel
wise
worm
starch
board
#corn
maker
making
man
room
works
stark
-blind (u.m.)
-mad (u.m.)
-naked (u.m.)
-raving (u.m.)
starter-off
startup (n., u.m.)
stat (pref.)
all one word
State
-aided (u.m.)
#line
-owned (u.m.)
state
craft
hood
house
making
quake
room
side
sider
way
wide
states
man
manlike
woman
station
#house
man
master
#wagon
stato (c.f.)
all one word
statue
craft
like
maker
making
statute
-barred (u.m.)
#book
#mile
stay
-at-home (n., u.m.)
bar
bolt
boom
#girder
lace
log
maker
making
pin
plow
sail
wire
steam
boat
boating
boatman
car
-cooked (u.m.)
-driven (u.m.)

steam—con.
#engine
fitter
fitting
#heat
#gage
pipe
piping
plant
power
-pocket (v.)
-propelled (u.m.)
roll (v.)
roller (u.m., v.)
room
ship
table
tight
tightness
steamer
-borne (u.m.)
#line
load
steel
-blue (u.m.)
bound
-bright (u.m.)
-cased (u.m.)
clad
#electrotype
#engraving
-framed (u.m.)
-hard (u.m.)
head
hearted
maker
making
master
plate
proof
ware
#wool
work
worker
works
yard
steep
land (geol.)
-rising (u.m.)
-to (u.m.)
-up (u.m.)
-walled (u.m.)
steeple
chase
chaser
-high (u.m.)
jack
top
steerageway
stem
#blight
#end
head
post
#rot
#rust
sick
sickness
ware
winder
work
stencil
#cutter
-cutting (u.m.)
maker
making
#paper
steno (c.f.)
all one word
step
aunt
brother
child
dance
dancer
dancing
daughter
down (n., u.m.)
father

step—con.
grandchild
grandfather
grandson
-in (n., u.m.)
ladder
mother
nephew
off (n., u.m.)
-on (n., u.m.)
over (n., u.m.)
parent
relation
relationship
sister
son
stone
#turn
uncle
-up (n., u.m.)
way
wise
stepping
-off (u.m.)
-out (u.m.)
#pace
stone
stereo (c.f.)
all one word
stern
castle
-faced (u.m.)
foremost
-heavy (u.m.)
-looking (u.m.)
man
most
post
son
ward
way
#wheel
-wheeler
sterno (c.f.)
all one word
stetho (c.f.)
all one word
stew
pan
pot
stick
-at-it (n., u.m.)
fast (n.)
-in-the-mud (n., u.m.)
out (n., u.m.)
pin
tail (duck)
tight (n.)
-to-it-iveness (n.)
up (n., u.m.)
water
sticker
-in
-on
-up
stiff
-backed (u.m.)
hearted
neck
-necked (u.m.)
tail (bird)
still
-admired (u.m.)
birth
born
-burn (v.)
-fish (v.)
house
-hunt (v.)
#life
man
-recurring (u.m.)
room
stand
water (u.m.)
sting
bull (fish)
fish

sting—con.
ray
tail (fish)
stink
ball
bird
bomb
bug
damp
pot
stone
stir
about (n., u.m.)
-up (n., u.m.)
stitch
bird
down (n., u.m.)
up (n., u.m.)
work
stock
#block
board
book
breeder
breeding
broker
brokerage
broking
#car
father
feeder
feeding
fish
holder
holding
house
jobber
jobbing
judging
keeper
keeping
list
maker
making
man
owner
pile
piled
piling
pot
proof
raiser
raising
room
-still (u.m.)
stone
taker
taking
work
wright
yard
stoke
hold
hole
stomach
#ache
-filling (u.m.)
#pump
-shaped (u.m.)
-sick (u.m.)
-weary (u.m.)
stomato (c.f.)
all one word
stone
bird
biter
blind
boat
brash
breaker
breaking
broke
brood
cast
chat (bird)
-cold (u.m.)
#crab
crusher
cutter

stone—con.
cutting
-dead (u.m.)
-deaf (u.m.)
-eyed (u.m.)
fish
fly
hand (printing)
hatch (bird)
head
hearted
layer
laying
lifter
man
mason
pecker (bird)
#proof (printing)
shot
#wall (n.)
wall (u.m.)
ware
work
worker
#writing
yard
stony
-eyed (u.m.)
#ground
hearted
#land
stop
back (n.)
block
board
clock
cock
gap
hound
#key
light
list
log
-loss (u.m.)
off (n., u.m.)
over (n., u.m.)
watch
water
work
storage #room
store
house
keeper
keeping
man
room
ship
wide
storm
-beaten (u.m.)
bird
bound
cock
flow
-laden (u.m.)
proof
#sash
-swept (u.m.)
tight
-tossed (u.m.)
#trooper
ward
wind
#window
story
book
#hour
land
maker
making
teller
telling
time
work
writer
writing
stout
-armed (u.m.)
hearted

stout—con.
heartedness
-minded (u.m.)
wood
stove
brush
-heated (u.m.)
house
#length
maker
making
man
pipe
wood
stow
away (n., u.m.)
bord
down (n., u.m.)
#net
wood
straddle
back
bug
-face (v.)
-legged (u.m.)
wise
straight
away
-backed (u.m.)
-cut (u.m.)
edge
-edged (u.m.)
#face
-faced (u.m.)
forward
head
-legged (u.m.)
#line
-lined (u.m.)
-out (n., u.m.)
#run
-spoken (u.m.)
#time
-up (u.m.)
-up-and-down (u.m.)
way
wise
strainerman
strainslip
strait
-chested (u.m.)
jacket
laced
lacing
stranglehold
strap
-bolt (v.)
hanger
head
-shaped (u.m.)
watch
work
strato (c.f.)
all one word
straw
berry #field
bill (bird)
board
boss
-built (u.m.)
hat
man
-roofed (u.m.)
splitter
splitting
stack
stacker
-stuffed (u.m.)
#vote
walker
work
worm
yard
-yellow (u.m.)
stray
away (n., u.m.)
#line
mark

stream
bank
bed
flow
head
line
lined
liner
side
ward
way
street
-bred (u.m.)
car
cleaner
-cleaning (u.m.)
-sold (u.m.)
sweeper
sweeping
walker
walking
ward
way
strepto (c.f.)
all one word
stretcher
#bearer
man
stretchout (n., u.m.)
strife
maker
making
monger
strike
breaker
breaking
-in (n., u.m.)
out (n., u.m.)
over (n., u.m.)
striker
-in
-out
string
board
course
halt
halted
maker
making
man
piece
#plate
#proof (density)
ways
strip
cropping
#map
#mine
#pit
#printing
tease
teaser
strong
-arm (u.m., v.)
back (nautical)
-backed (u.m.)
box
brained
headed
hearted
hold
#man
-minded (u.m.)
point (n.)
room
stub
#nail
#pen
runner
-toed (u.m.)
wing
stubble
#field
-mulch (u.m.)
stubborn
hearted
minded
stucco
-fronted (u.m.)

stucco—con.
work
worker
stuck
up (n., u.m.)
-upper
-uppish (u.m.)
stud
bolt
book
fish
horse
mare
#print
work
stuntman
stupid
head
-headed (u.m.)
-looking (u.m.)
sturdy
hearted
-limbed (u.m.)
stylebook
stylo (c.f.)
all one word
sub (pref.)
-Himalayan, etc.
machinegun
#rosa, #specie, etc.
-subcommittee
polar, standard, etc.
rest one word
subject
-object
-objectivity
subter (pref.)
all one word
such
-and-such
like
wise
suck
-egg (n., u.m.)
fish
fly
hole
-in (n., u.m.)
stone
sugar
beet
bird
#bowl
cake
cane
-coat (v.)
-coated (u.m.)
-cured (u.m.)
house
loaf
maker
making
plum
spoon
sweet
#water
works
suitcase
sulfa (c.f.)
all one word
sulfo (c.f.)
all one word
sulfon (c.f.)
all one word
sullen
hearted
-natured (u.m.)
summer
bird
castle (naut.)
-clad (u.m.)
#day
-dried (u.m.)
-fallow (v.)
house
land
-made (u.m.)
#school

- **summer**—con.
  - tide
  - time (season)
  - #time (daylight saving)
  - wood
- **sun**
  - -baked (u.m.)
  - bath
  - -bathed (u.m.)
  - beam
  - beamed
  - bird
  - blind
  - #blindness
  - bonnet
  - bow
  - break
  - burn
  - burned
  - burst
  - -cured (u.m.)
  - dial
  - dog
  - down
  - dress
  - -dried (u.m.)
  - -dry (v.)
  - fall
  - fast
  - fish
  - glade
  - glare
  - glass
  - glow
  - #hat
  - lamp
  - land
  - light
  - line
  - lit
  - power
  - proof
  - quake
  - ray
  - rise
  - room
  - scald
  - set
  - setting
  - shade
  - shine
  - shiny
  - -shot (u.m.)
  - shower
  - spot
  - spotted
  - stone
  - stricken
  - stroke
  - struck
  - tan
  - #time (measure)
  - time (dawn)
  - up
  - ward
  - wise
- sunkland
- **sunny**
  - hearted
  - heartedness
  - -looking (u.m.)
  - -natured (u.m.)
- **super** (pref.)
  - -Christian, etc.
  - #high frequency
  - -superlative
  - highway, market, etc.
  - *rest one word*
- **supper**
  - time
  - ward
- **supra** (pref.)
  - -abdominal
  - -acromial
  - -aerial
  - -anal
  - -angular
- **supra**—con.
  - -arytenoid
  - -auditory
  - -auricular
  - -axillary
  - -Christian, etc.
  - *rest one word*
- **sur** (pref.)
  - *all one word*
- **sure**
  - #enough
  - -fire (u.m.)
  - -footed (u.m.)
  - -slow
  - #thing
- **surf**
  - -battered (u.m.)
  - bird
  - board
  - boat
  - boatman
  - bound
  - #fish
  - line
  - man
  - -swept (u.m.)
- **surface**
  - man
  - #printing
  - #water
- **surgeon**
  - #dentist
  - fish
  - #general
- **swallow**
  - bird
  - pipe
  - tail
  - -tailed (u.m.)
  - -wing (bird)
- **swamp**
  - #fever
  - land
  - side
- **swan**
  - -bosomed (u.m.)
  - dive
  - herd
  - mark
  - marking
  - neck
  - necked
  - skin
  - song
- swansdown
- **swash**
  - buckle
  - buckler
  - buckling
  - #letter
  - plate
  - way
  - work
- **sway**
  - back (n., u.m.)
  - -backed (u.m.)
  - bar
  - -brace (v.)
- swearer-in
- swearword
- **sweat**
  - band
  - box
  - #gland
  - #pad
  - #shirt
  - shop
- **sweep**
  - back (aviation) (n., u.m.)
  - forward (aviation) (n., u.m.)
  - stake
  - through (n., u.m.)
  - washer
  - washings
- **sweet**
  - bread
  - -breathed (u.m.)
- **sweet**—con.
  - brier
  - faced
  - fish
  - heart
  - hearted
  - maker
  - meat
  - mouthed
  - -pickle (v.)
  - shop
  - -sour
  - -sweet
  - water (u.m.)
- **swell**
  - -butted (u.m.)
  - doodle (fish)
  - fish
  - head
  - toad
- swelled-headed (u.m.)
- **swept**
  - back (n., u.m.)
  - forward (n., u.m.)
  - wing (n., u.m.)
- **swift**
  - foot
  - -footed (u.m.)
  - -handed (u.m.)
  - -running (u.m.)
- **swill**
  - bowl
  - tub
- **swim**
  - suit
  - wear
- **swine**
  - -backed (u.m.)
  - bread
  - head
  - herd
  - #itch
  - pipe (bird)
  - pox
  - stone
  - sty
- **swing**
  - back (n., u.m.)
  - bar
  - #beam
  - devil (bird)
  - dingle
  - #door
  - #gate
  - #shift
  - #shifter
  - stock
  - -swang
  - tree
- **swingle**
  - bar
  - tail (shark)
  - tree
- **switch**
  - back
  - board
  - box
  - gear
  - keeper
  - like
  - man
  - plate
  - plug
  - rail
  - tail (fish)
  - tender
  - #tower
  - yard
- **swivel**
  - #chair
  - eye
  - -eyed (u.m.)
  - -hooked (u.m.)
  - like
  - #lock
- **sword**
  - -armed (u.m.)
  - bearer
- **sword**—con.
  - #belt
  - bill
  - #breaker
  - craft
  - fish
  - fisherman
  - fishing
  - maker
  - making
  - play
  - player
  - proof
  - -shaped (u.m.)
  - smith
  - stick
  - tail
- **swords**
  - man
  - woman
- **syn** (pref.)
  - *all one word*
- **synchro**
  - cyclotron
  - flash
  - mesh
  - tron
- **Syro** (c.f.)
  - -Arabian, etc.
  - phenician
- systemwide

- T
  - -bandage
  - -beam
  - -bone
  - -iron
  - -rail
  - -shape
  - -shaped
  - -square
- **T**
  - -boat
  - -cloth
  - -man
  - -scale (score)
- **table**
  - cloth
  - -cut (u.m.)
  - cutter
  - -cutting (u.m.)
  - fellow
  - fellowship
  - -formed (u.m.)
  - land
  - line
  - #linen
  - maid
  - maker
  - making
  - man
  - mate
  - -shaped (u.m.)
  - spoon
  - spoonful
  - talk
  - top
  - ware
  - wise
  - work (printing)
- **tachy** (c.f.)
  - *all one word*
- **tag**
  - -affixing (u.m.)
  - board
  - boat
  - #day
  - #end
  - lock
  - rag
  - sore
  - tail
- **tail**
  - band
  - board
  - #coat
  - -cropped (u.m.)
  - #end
- **tail**—con.
  - -ender
  - first
  - foremost
  - gate
  - head
  - -heavy (u.m.)
  - hook
  - lamp
  - light
  - piece
  - pin
  - pipe
  - plane
  - race
  - spin
  - stock
  - -tied (u.m.)
  - twister
  - twisting
  - -up (n., u.m.)
  - ward
  - wheel
  - wind
  - wise
- **tailor**
  - bird
  - craft
  - -cut (u.m.)
  - made (u.m.)
  - man
  - -suited (u.m.)
- **take**
  - -all (n.)
  - down (n., u.m.)
  - -home (u.m.)
  - -in (n., u.m.)
  - off (n., u.m.)
  - out (n., u.m.)
  - over (n., u.m.)
  - up (n., u.m.)
- **taker**
  - -down
  - -in
  - -off
  - -up
- **tale**
  - bearer
  - bearing
  - book
  - carrier
  - carrying
  - monger
  - teller
  - telling
  - wise
- **talk**
  - fest
  - worthy
- **talking**
  - #film
  - -to (n.)
- **tall**
  - boy (n.)
  - -built (u.m.)
  - #grass
  - -looking (u.m.)
  - -masted (u.m.)
- **tallow**
  - -faced (u.m.)
  - maker
  - making
  - man
  - -pale (u.m.)
- **tally**
  - #board
  - #clerk
  - ho
  - man
  - #room
  - #sheet
  - wag (fish)
- **tame**
  - -grown (u.m.)
  - hearted
  - -looking (u.m.)
  - -natured (u.m.)

- **tan**
  - bark
  - house
  - wood
  - works
  - yard
- **tangent**
  - #arc
  - -cut (v.)
  - -saw (v.)
- **tangle**
  - fish
  - foot
  - -haired (u.m.)
- **tank**
  - buster
  - #car
  - house
  - maker
  - making
  - man
  - room
  - ship
  - town
- **tap**
  - bolt
  - dance
  - dancer
  - dancing
  - holder
  - hole
  - house
  - line
  - net
  - off (n., u.m.)
  - -riveted (u.m.)
  - room
  - root
  - rooted
  - #shoe
  - -tap
  - water
- **tape**
  - bound
  - line
  - maker
  - making
  - man
  - #measure
  - #reader
  - #reading
  - #sizer
  - string
  - -tied (u.m.)
  - work
  - worm
- **taper**
  - bearer
  - -fashion (u.m.)
  - -headed (u.m.)
  - maker
  - making
- **tapestry**
  - -covered (u.m.)
  - #maker
  - -making (u.m.)
  - #work
- tapper-out
- **tar**
  - #base
  - board
  - box
  - boy
  - -brand (v.)
  - brush
  - -coal (u.m.)
  - -dipped (u.m.)
  - man
  - #oil
  - #paper
  - -paved (u.m.)
  - pot
  - rock (bird)
  - -roofed (u.m.)
  - works
  - yard
- **tariff**
  - bound
  - maker
- **tariff—con.**
  - making
  - -protected (u.m.)
  - #wall
- **tarpaulin**
  - -covered (u.m.)
  - #maker
  - -making (u.m.)
- **tarso** (c.f.)
  - *all one word*
- **task**
  - #force
  - master
  - mistress
  - setter
  - work
- tattletale
- **tauro** (c.f.)
  - *all one word*
- **tax**
  - #assessor
  - book
  - -burdened (u.m.)
  - #collector
  - #dodger
  - eater
  - eating
  - -exempt (u.m.)
  - -free (u.m.)
  - gatherer
  - gathering
  - -laden (u.m.)
  - #lien
  - #list
  - load
  - man
  - paid
  - payer
  - paying
  - payment
  - #roll
  - #sale
  - -supported (u.m.)
- **taxi**
  - auto
  - bus
  - cab
  - #dancer
  - #driver
  - man
  - meter
  - metered
  - plane
  - way (aviation)
- **tea**
  - ball
  - board
  - box
  - cake
  - cart
  - #chest
  - -colored (u.m.)
  - cup
  - cupful
  - dish
  - house
  - kettle
  - maker
  - making
  - man
  - #party
  - pot
  - room
  - #rose
  - -scented (u.m.)
  - shop
  - spoon
  - spoonful
  - #table
  - taster
  - tasting
  - time
  - #wagon
  - ware
- **team**
  - mate
  - play
  - wise
  - work
- **tear**
  - bomb
  - -dimmed (u.m.)
  - down (n., u.m.)
  - drop
  - #gas
  - -off (n., u.m.)
  - -out (n., u.m.)
  - pit
  - proof
  - sheet
  - stain
  - -stained (u.m.)
- **teen**
  - age (u.m.)
  - ager
- **teeter**
  - board
  - tail
  - -totter
- **tele** (c.f.)
  - *all one word*
- **teleo** (c.f.)
  - *all one word*
- **tell**
  - tale
  - truth
- **telo** (c.f.)
  - *all one word*
- **tempest**
  - proof
  - -rocked (u.m.)
- **temporo** (c.f.)
  - -occipital
  - *rest one word*
- **ten**
  - fold
  - penny (nail)
  - pins
- **tender**
  - #boat
  - -faced (u.m.)
  - foot
  - -footed (u.m.)
  - footish
  - -handed (u.m.)
  - heart
  - hearted
  - loin
  - -looking (u.m.)
- tenement #house
- **tent**
  - -dotted (u.m.)
  - maker
  - making
  - mate
  - pole
  - -sheltered (u.m.)
  - #show
  - #stitch
  - work
  - worm
- terneplate
- **terra**
  - #cotta
  - #firma
  - mara
- **terrace**
  - -fashion (u.m.)
  - maker
  - work
- **test**
  - #case
  - -fly (v.)
  - house
  - man
  - room
  - #tube
- **tetra** (c.f.)
  - *all one word*
- **text**
  - book
  - man
  - writer
- **thanks**
  - giver
  - giving
- **thatch**
  - -roofed (u.m.)
  - wood
  - work
- **theater**
  - goer
  - going
- **then**
  - abouts
  - adays
- **thence**
  - forth
  - forward
  - ward
- **theo** (c.f.)
  - *all one word*
- **theologico** (c.f.)
  - *all one word*
- **theory**
  - less
  - maker
  - making
  - monger
- **there**
  - about(s)
  - above
  - across
  - after
  - against
  - among
  - around
  - at
  - away
  - before
  - between
  - by
  - for
  - fore
  - from
  - in
  - inafter
  - inbefore
  - into
  - of
  - on
  - over
  - through
  - to
  - tofore
  - under
  - until
  - unto
  - upon
  - with
- **thermo** (c.f.)
  - *all one word*
- **thick**
  - -blooded (u.m.)
  - brained
  - head
  - headed
  - lips
  - -looking (u.m.)
  - pated
  - set (n., u.m.)
  - skin
  - skinned
  - skull (n.)
  - skulled
  - -tongued (u.m.)
  - wit
  - -witted (u.m.)
  - -wooded (u.m.)
  - -woven (u.m.)
- **thief**
  - craft
  - land
  - maker
  - making
  - proof
- **thimble**
  - -eye (n.)
  - -eyed (u.m.)
  - maker
  - -making (u.m.)
  - man
  - rig
  - rigged
  - rigger
- **thimble—con.**
  - rigging
  - -shaped (u.m.)
- **thin**
  - brained
  - -clad (u.m.)
  - down (n., u.m.)
  - set (u.m.)
  - skinned
  - -voiced (u.m.)
- **thio** (c.f.)
  - *all one word*
- **third**
  - -class (u.m.)
  - -degree (u.m.)
  - hand (adv., u.m.)
  - #house
  - -rate (u.m.)
  - -rater
- **thistle**
  - bird
  - down
- **thoraco** (c.f.)
  - *all one word*
- **thorn**
  - back
  - bill
  - bound
  - -covered (u.m.)
  - -set (u.m.)
  - stone
  - -strewn (u.m.)
  - tail
- **thorough**
  - -bind (v.)
  - bred
  - -dried (u.m.)
  - fare
  - foot
  - going
  - -made (u.m.)
  - paced
  - pin
- **thought**
  - -bewildered (u.m.)
  - -free (u.m.)
  - -out (u.m.)
  - -provoking (u.m.)
  - sick
  - -tight (u.m.)
  - worthy
- **thousand**
  - fold
  - -headed (u.m.)
  - -legged (u.m.)
  - legs (worm)
- **thrall**
  - born
  - dom
  - -less
- **thread**
  - bare
  - fin (fish)
  - fish
  - #gage
  - -leaved (u.m.)
  - maker
  - making
  - way
  - worn
- **three**
  - -bagger
  - -cornered (u.m.)
  - -dimensional (u.m.)
  - fold
  - folded
  - -in-hand
  - -master
  - penny (nail)
  - -piece (u.m.)
  - -ply (u.m.)
  - score
  - some
  - -spot
  - -square
  - -striper
- threshingtime
- thriftbox

throat
band
cutter
cutting
latch
strap
thrombo (c.f.)
all one word
through
out
put
#rate
#road
way
throw
away (n., u.m.)
back (n., u.m.)
-in (n., u.m.)
#line
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
thrust
-pound
power
thumb
bird
#hole
-made (u.m.)
mark
-marked (u.m.)
nail
piece
print
screw
-shaped (u.m.)
stall
string
sucker
sucking
tack
worn
thunder
bearer
bearing
bird
blast
bolt
burst
clap
cloud
crack
fish
gust
head
headed
peal
proof
shower
smite (v.)
squall
stick
stone
storm
strike
stroke
struck
-voiced (u.m.)
thwart
man
ship
thymo (c.f.)
all one word
thyro (c.f.)
all one word
tibio (c.f.)
all one word
tick
bird
#fever
seed
seeded
tacktoe
tick
tock
ticket
holder
maker

ticket—con.
making
#seller
-selling (u.m.)
#writer
tidal #wave
tiddlywink
tide
bound
flat
#gage
head
land
maker
making
mark
-marked (u.m.)
race
table
-tossed (u.m.)
waiter
water
#wave
way
work
-worn (u.m.)
tie
back (n.)
#band
#bar
#beam
#bolt
#cord
down (n., u.m.)
-in (n., u.m.)
#knot
line
-on (n., u.m.)
-out (n., u.m.)
pin
#plate
-plater
#post
#rod
#rope
#stay
#strap
up (n., u.m.)
#wall
wig
wigged
tierlift (truck)
tiger
bird
eye
hearted
#lily
proof
#shark
-striped (u.m.)
tight
-belted (u.m.)
bound
fisted
-fitting (u.m.)
#joint
lipped
rope
-set (u.m.)
-tie (v.)
wad
wire
work
tile
-clad (u.m.)
#drain
fish
maker
making
-red (u.m.)
stone
work
works
wright
yard
tilt
board
hammer

tilt—con.
up (n.)
yard
timber
-built (u.m.)
head
-headed (u.m.)
jack
land
line
man
-propped (u.m.)
#right
#rot
#wolf
wood
work
wright
yard
time
born
bound
card
clerk
clock
-consuming (u.m.)
-honored (u.m.)
keep (v.)
keeper
killer
killing
lag
lock
out (n., u.m.)
piece
pleaser
proof
saver
saving
server
serving
sheet
span
-stamp (v.)
table
taker
taking
waster
wasting
work
worker
worn
tin
-bearing (u.m.)
bound
#can
-capped (u.m.)
-clad (u.m.)
#cow
cup
#fish
foil
foiled
foiler
frame
#hat
horn
house
kettle
-lined (u.m.)
man
#ore
#pail
pan
plate
-plated (u.m.)
-plating (u.m.)
pot
-roofed (u.m.)
shop
smith
smithing
spot
stone
type
typer
ware
-white (u.m.)
work

tin—con.
worker
working
tinder
box
-dry (u.m.)
tinsel
-bright (u.m.)
-clad (u.m.)
#cloth
-covered (u.m.)
maker
making
weaver
tint
block (printing)
#tool
tip
burn
cart
-curled (u.m.)
head
-in (n., u.m.)
man
most
off (n., u.m.)
over (n., u.m.)
proof
staff
stock
tail
tank
-tap
tilt (v.)
tilted
tilting
toe
toed
toeing
top
topper
-up (u.m.)
tire
changer
changing
dresser
fitter
holder
maker
making
man
-mile
#rack
shaper
smith
some
tit
bit
fish
#for #tat
lark
man
mouse
titano (c.f.)
all one word
tithe
book
-free (u.m.)
payer
right
title
board
holder
-holding (u.m.)
#page
winner
-winning (u.m.)
to
-and-fro
day
-do (n.)
morrow
night
#wit
toad
back
-bellied (u.m.)
blind
bug

toad—con.
eat (v.)
eater
fish
-green (u.m.)
head (bird)
stone
stool
toast
#list
master
mistress
tobacco
#grower
-growing (u.m.)
#shed
#shop
toe
board
cap
#dance
#drop
hold
-in (n., u.m.)
-mark (v.)
nail
plate
print
toil
-beaten (u.m.)
some
-stained (u.m.)
-weary (u.m.)
worn
toilet
#mirror
#room
ware
toll
bar
board
#bridge
gate
gatherer
house
keeper
#line
man
master
payer
paying
penny
#road
taker
tom
boy
cat
cod
fool
foolery
piper
tate (fish)
-tom
tomb
stone
-strewn (u.m.)
tommy
#bar
cod (fish)
gun
#hole
rot
ton
-hour
-kilometer
-mile
-mileage
-mile-day
tone
-deaf (u.m.)
down (n., u.m.)
-producing (u.m.)
proof
up (n., u.m.)
tongue
-baited (u.m.)
bird
#bit
-bound (u.m.)

- **tongue—con.**
  - craft
  - -dumb (u.m.)
  - fish
  - -free (u.m.)
  - -lash (v.)
  - #lashing
  - play
  - proof
  - -shaped (u.m.)
  - shot
  - sore
  - tack
  - tacked
  - tie
  - tied
  - tip
  - #twister
  - -twisting (u.m.)
  - work
- **tool**
  - bag
  - #belt
  - box
  - builder
  - building
  - #chest
  - #designer
  - dresser
  - fitter
  - #grinder
  - -grinding (u.m.)
  - #handle
  - head
  - holder
  - holding
  - house
  - kit
  - maker
  - making
  - mark
  - marking
  - plate
  - post
  - #press
  - rack
  - room
  - #set
  - setter
  - slide
  - smith
  - #steel
  - stock
  - stone
- **tooth**
  - ache
  - aching
  - achy
  - #and #nail
  - bill
  - -billed (u.m.)
  - brush
  - drawer
  - drawing
  - mark
  - -marked (u.m.)
  - paste
  - pick
  - plate
  - powder
  - proof
  - puller
  - -pulling (u.m.)
  - -set (u.m.)
  - -shaped (u.m.)
  - #shell
  - some
  - wash
  - work
- **top**
  - #brass
  - cap (n.)
  - coat
  - coated
  - coating
  - cutter
  - #dog
  - -drain (v.)
  - #drawer
- **top—con.**
  - dress (v.)
  - dressing
  - flight (u.m.)
  - full
  - gallant (n., u.m.)
  - -graft (v.)
  - hat
  - -hatted (u.m.)
  - heavy
  - kick
  - knot
  - knotted
  - light
  - lighted
  - line
  - liner
  - lofty
  - maker
  - making
  - man (n.)
  - mark
  - mast
  - milk
  - most
  - notch (nonliteral)
  - notcher
  - piece
  - rail
  - rope
  - sail
  - -secret (u.m.)
  - #sergeant
  - -shaped (u.m.)
  - side (naut.)
  - soil
  - stone
  - tail (v.)
  - #timber (naut.)
  - work
- **topo** (c.f.)
  - *all one word*
- topsy-turvy
- **torch**
  - bearer
  - bearing
  - #dance
  - fish
  - #holder
  - light
  - lighted
  - like
  - lit
  - man
  - #song
- **torpedo**
  - #boat
  - #mine
  - plane
  - #room
  - #tube
- torquemeter
- **toss**
  - pot
  - up (n., u.m.)
- **touch**
  - #and #go
  - back (n., u.m.)
  - down (n., u.m.)
  - hole
  - line
  - -me-not (n., u.m.)
  - #method
  - pan
  - reader
  - stone
  - up (n., u.m.)
  - wood
  - writer
  - writing
- **tough**
  - head (duck)
  - -headed (u.m.)
  - hearted
  - -looking (u.m.)
  - -skinned (u.m.)
- **tow**
  - boat
  - #car
- **tow—con.**
  - -haired (u.m.)
  - head
  - headed
  - #hook
  - line
  - mast
  - #net
  - -netter
  - path
  - rope
  - #team
- **tower**
  - #chime
  - -high (u.m.)
  - house
  - man
  - proof
  - -shaped (u.m.)
  - work
- **town**
  - bound
  - -bred (u.m.)
  - #clerk
  - #crier
  - -dotted (u.m.)
  - folk
  - gate
  - goer
  - going
  - hall
  - house
  - like
  - lot
  - #meeting
  - ship
  - side
  - site
  - talk
  - ward
  - wear
  - -weary (u.m.)
  - woman
  - yard
- **towns**
  - boy
  - fellow
  - man
  - people
- **toy**
  - #dog
  - house
  - land
  - maker
  - making
  - man
  - shop
  - -sized (u.m.)
  - town
- **tracheo** (c.f.)
  - *all one word*
- **trachy** (c.f.)
  - *all one word*
- **track**
  - barrow
  - #brake
  - #gage
  - hound
  - layer
  - laying
  - man
  - mark
  - master
  - -mile
  - shifter
  - sick
  - side
  - walker
  - walking
  - way
  - work
- **trade**
  - #board
  - bound
  - craft
  - -in (n., u.m.)
  - -laden (u.m.)
  - -made (u.m.)
- **trade—con.**
  - mark
  - #name
  - #school
  - #union
  - #unionism
  - #unionist
  - #wind
  - work
- **trades**
  - folk
  - man
  - people
  - #union
  - #unionism
  - woman
- **traffic**
  - -mile
  - way
- **tragico** (c.f.)
  - *all one word*
- **trail**
  - blazer
  - blazing
  - breaker
  - maker
  - making
  - -marked (u.m.)
  - side
  - sight
  - -weary (u.m.)
  - wise
- **train**
  - bearer
  - bolt
  - boy
  - crew
  - line
  - load
  - man
  - master
  - -mile
  - shed
  - sick
  - stop
  - time
  - way
  - yard
- **training**
  - #camp
  - #ship
- **tram**
  - -borne (u.m.)
  - car
  - line
  - load
  - man
  - rail
  - road
  - smith
  - way
  - wayman
  - yard
- **trans** (pref.)
  - alpine
  - atlantic
  - -Canadian, etc.
  - pacific
  - uranic
  - *rest also one word*
- **transit**
  - man
  - #time
- **trap**
  - ball
  - door
  - fall
  - #hatch
  - light
  - line
  - maker
  - making
  - #nest
  - -nester
  - rock
  - shoot
  - shooter
  - shooting
  - stick
- trashrack
- **travel**
  - -bent (u.m.)
  - book
  - time
  - -tired (u.m.)
  - way
  - -worn (u.m.)
- **trawl**
  - boat
  - net
- **tray**
  - #cloth
  - maker
- **tread**
  - board
  - mill
  - wheel
- **treasure**
  - -filled (u.m.)
  - #house
  - -laden (u.m.)
  - #ship
  - #trove
- **treaty**
  - bound
  - breaker
  - breaking
  - maker
  - making
  - -sealed (u.m.)
- **tree**
  - #belt
  - -clad (u.m.)
  - fish
  - #frog
  - holder
  - hopper
  - #line
  - -lined (u.m.)
  - maker
  - making
  - man
  - nail
  - -ripe (u.m.)
  - scape
  - #toad
  - top
  - #trunk
- **trellis**
  - -covered (u.m.)
  - work
- **trench**
  - back
  - board
  - coat
  - #fever
  - foot
  - #knife
  - mouth
  - #plow
  - -plowed (u.m.)
  - -plowing (u.m.)
  - #warfare
- **trestle**
  - board
  - #bridge
  - tree
  - work
- **tri** (c.f.)
  - -iodide
  - -ply (u.m.)
  - state, etc.
  - *rest one word*
- **tribes**
  - man
  - people
- **tribo** (c.f.)
  - *all one word*
- **tricho** (c.f.)
  - *all one word*
- **trick**
  - proof
  - work
- **trim**
  - -cut (u.m.)
  - -dressed (u.m.)
  - -looking (u.m.)
  - stone

trinitro (c.f.)
all one word
trip
-free (u.m.)
#gear
hammer
#rate
sill
wire
tripestone
triple
-acting (u.m.)
back (sofa)
-branched (u.m.)
-edged (u.m.)
fold
#play
tail (fish)
-tailed (u.m.)
tree (n.)
trolley
#bus
#car
#line
maker
man
troop
fowl
ship
#train
tropho (c.f.)
all one word
tropo (c.f.)
all one word
trouble
-free (u.m.)
-haunted (u.m.)
maker
making
man
proof
shooter
shooting
some
trough
room
way
trout
bird
-colored (u.m.)
-famous (u.m.)
fly
#stream
trowel
beak (bird)
man
truce
breaker
breaking
maker
making
-seeking (u.m.)
truck
borne (u.m.)
driver
#farm
line
load
man
-mile
owner
#tractor
#trailer
way
true
-aimed (u.m.)
#bill
-blue (u.m.)
born
bred
-eyed (u.m.)
-false
hearted
love (n., u.m.)
penny (n.)
#time
trundle
#bed
head
trunk
back
fish
line
maker
nose
room
#steamer
way
truss
#beam
bound
maker
making
work
trust
breaking
buster
busting
-controlled (u.m.)
maker
man
-ridden (u.m.)
woman
worthy
truth
-filled (u.m.)
lover
seeker
-seeking (u.m.)
teller
telling
try
house
-on (n., u.m.)
out (n., u.m.)
pot
sail
square
works
tub
#butter
fast
fish
maker
making
man
-shaped (u.m.)
#thumper
tube
-eyed (u.m.)
-fed (u.m.)
form (u.m.)
head
hearted
maker
making
man
-nosed (u.m.)
#plate
#sheet
smith
work
works
tuberculo (c.f.)
all one word
tubo (c.f.)
-ovarian
rest one word
tuft
hunter
hunting
tug
boat
boatman
#of #war
tulip
#bed
grower
-growing (u.m.)
#mold
#root
wood
tumble
bug
down (n., u.m.)
tuna
fish
#oil
tune
maker
making
out (n., u.m.)
up (n., u.m.)
tunnel
-boring (u.m.)
maker
making
man
-shaped (u.m.)
way
turbo (c.f.)
-ramjet (u.m.)
rest one word
turf
bound
-built (u.m.)
-clad (u.m.)
-covered (u.m.)
man
turkey
back
#buzzard
#gobbler
-red (u.m.)
#trot
Turko (c.f.)
-Greek, etc.
rest one word
turn
about (n., u.m.)
about-face
again (n., u.m.)
around (n., u.m.)
back (n., u.m.)
buckle
cap
coat
cock
down (n., u.m.)
gate
-in (n., u.m.)
key
off (n., u.m.)
out (n., u.m.)
over (n., u.m.)
penny
pike
pin
plate
plow
round (n., u.m.)
row
screw
server
sheet
skin
sole
spit
stile
stitch
stone (bird)
table
tail
-to (n.)
under (n., u.m.)
up (n., u.m.)
wrest
turned
-back (u.m.)
-down (u.m.)
-in (u.m.)
-on (u.m.)
-out (u.m.)
-over (u.m.)
turner-off
turret
#deck
#gun
head
#ship
turtle
back
dove
-footed (u.m.)
neck (u.m.)
#shell
stone
twelve
fold
month
penny (nail)
score
twenty
-first
fold
leaf
-one
penny (nail)
twice
-born (u.m.)
-reviewed (u.m.)
-told (u.m.)
twin
#boat
born
-engined (u.m.)
fold
-jet (u.m.)
-motor (u.m.)
-screw (u.m.)
#ship
twine
bound
-colored (u.m.)
cutter
holder
maker
making
#spinner
two
-a-day (u.m.)
-along (bookbinding) (n.)
-decker
-faced (u.m.)
fold
-handed (u.m.)
penny (nail)
-piece (u.m.)
-ply (u.m.)
score
-seater
some
-spot
-step (dance)
-striper
-suiter
-thirder
-up (n., u.m.)
-way (u.m.)
-wheeler
tympano (c.f.)
all one word
type
case
cast
caster
casting
cutter
cutting
face
founder
foundry
#genus
-high (u.m.)
holder
#metal
#page
script
set
setter
setting
write (v.)
writer
writing
written
typho (c.f.)
all one word
typo (c.f.)
all one word
tyro (c.f.)
all one word
U-boat
U
-cut
-magnet
-rail
-shaped
-tube
ultra (pref.)
-ambitious -atomic, etc.
-English, etc.
high #frequency
-high-speed (u.m.)
#valorem, #vires, etc.
rest one word
un (pref.)
-American, etc.
called-for (u.m.)
heard-of (u.m.)
-ionized (u.m.)
self-conscious
sent-for (u.m.)
thought-of (u.m.)
thought-on (u.m.)
rest one word
under
age (deficit)
age (younger) (n., u.m.)
#contract
coverman
#cultivation (tillage)
cultivation (insufficient) (pref.)
#oath
#obligation
#orders
#secretary
-secretaryship
#suspicion
way
as prefix, one word
uni (c.f.)
-univalent
rest one word
union
#card
-made (u.m.)
man
#shop
unit
#fraction
#price
-set (u.m.)
up
along (adv.)
-anchor (u.m., v.)
-and-coming (u.m.)
#and #up
beat
bow
coast
country (adv., u.m.)
end (v.)
grade
gradient
keep
lift
lock
#oars
-over (u.m.)
patient
rate
river
stairs
state
stream
street
swing
take
-to-date (u.m.)
town
trend
turn
wind

- **upper**
  - case (printing)
  - cased (printing)
  - #class
  - classman
  - crust (n., u.m.)
  - cut
  - #deck
  - #grade
  - #hand
  - handism
  - most
  - #world
- **urano** (c.f.)
  - *all one word*
- **uretero** (c.f.)
  - *all one word*
- **urethro** (c.f.)
  - *all one word*
- **uro** (c.f.)
  - *all one word*
- **utero** (c.f.)
  - *all one word*

- **V**
  - -boat
  - -man
- V
  - -connection
  - -curve
  - -engine
  - -neck
  - -shaped
  - -type
- **vacant**
  - -eyed (u.m.)
  - hearted
  - -looking (u.m.)
  - -minded (u.m.)
- **vagino** (c.f.)
  - *all one word*
- **vain**
  - glorious
  - glory
- **valley**
  - #bottom
  - #train
- **valve**
  - #gear
  - -grinding (u.m.)
  - -in-head (u.m.)
  - man
- **van**
  - driver
  - guard
  - load
  - man
  - most
  - ward
- **vapor**
  - #bath
  - -filled (u.m.)
  - -heating (u.m.)
  - tight
- **vase**
  - maker
  - making
  - -shaped (u.m.)
  - work
- **vaso** (c.f.)
  - *all one word*
- **vat**
  - maker
  - making
  - man
  - #net
- **vegeto** (c.f.)
  - *all one word*
- **vein**
  - banding
  - -mining (u.m.)
  - #quartz
  - stone
  - -streaked (u.m.)
  - wise
  - work
- **vellum**
  - -bound (u.m.)
  - #cloth
  - -covered (u.m.)
- **velvet**
  - breast (bird)
  - -crimson (u.m.)
  - -draped (u.m.)
  - #finish
  - -green (u.m.)
  - hearted
  - maker
  - making
  - -pile (u.m.)
  - work
- **vent**
  - #drill
  - hole
- **ventri** (c.f.)
  - *all one word*
- **ventro** (c.f.)
  - *all one word*
- **verse**
  - -commemorated (u.m.)
  - craft
  - maker
  - making
  - man
  - monger
  - mongering
  - smith
- **vertebro** (c.f.)
  - *all one word*
- **vesico** (c.f.)
  - *all one word*
- **vibro** (c.f.)
  - *all one word*
- **vice**
  - #admiral
  - -admiralty
  - #consul
  - -consulate
  - -consulship
  - gerency
  - gerent
  - #governor
  - -governorship
  - #minister
  - -ministry
  - -presidency
  - #president
  - -president-elect
  - -presidential
  - #rector
  - -rectorship
  - regal
  - -regency
  - #regent
  - royal
  - royalty
  - #versa
  - #warden
  - -wardenship
- **view**
  - #angle
  - finder
  - point
- **vile**
  - hearted
  - -natured (u.m.)
- **vine**
  - -clad (u.m.)
  - -covered (u.m.)
  - dresser
  - grower
  - growing
  - land
  - stalk
  - yard
- **vinegar**
  - -flavored (u.m.)
  - -hearted (u.m.)
  - maker
  - -making (u.m.)
  - -tart (u.m.)
- **violet**
  - -blue (u.m.)
  - -colored (u.m.)
- **violet—con.**
  - -ear (bird)
  - -eared (u.m.)
  - #ray
  - -rayed (u.m.)
  - #water
  - wood
- **violin**
  - #case
  - maker
  - making
  - -shaped (u.m.)
- **viper**
  - fish
  - -headed (u.m.)
- **virtue**
  - -armed (u.m.)
  - proof
  - wise
- **viscero** (c.f.)
  - *all one word*
- **vitreo** (c.f.)
  - *all one word*
- **vitro** (c.f.)
  - -clarain
  - -di-trina
  - *rest one word*
- **vivi** (c.f.)
  - *all one word*
- **volley**
  - ball
  - #fire
- **volt**
  - ammeter
  - -ampere
  - -coulomb
  - meter
  - ohmmeter
  - -second
- **volta** (c.f.)
  - *all one word*
- **vote**
  - -casting (u.m.)
  - getter
  - -getting (u.m.)
  - monger
- **vow**
  - -bound (u.m.)
  - breaker
  - breaking
  - maker
  - making
  - -pledged (u.m.)
- **vulvo** (c.f.)
  - *all one word*

- W
  - -engine
  - -shaped
  - -type
- W-surface
- **wafer**
  - #cutter
  - maker
  - making
  - #sheet
  - work
- **wag**
  - beard
  - tail
  - tongue
  - wit
- **wage**
  - #earner
  - -earning (u.m.)
  - #scale
  - work
  - worker
  - working
- **wagon**
  - -headed (u.m.)
  - load
  - maker
  - making
  - man
  - master
  - smith
  - #train
- **wagon—con.**
  - way
  - wayman
  - work
  - wright
  - yard
- **waist**
  - band
  - belt
  - cloth
  - coat
  - coated
  - coating
  - -deep (u.m.)
  - -high (u.m.)
  - line
- **waiting**
  - #list
  - #man
  - #period
  - #room
  - #woman
- **walk**
  - around (n., u.m.)
  - away (n., u.m.)
  - -on (n., u.m.)
  - out (n., u.m.)
  - over (n., u.m.)
  - up (n., u.m.)
  - way
- walkie-talkie
- **wall**
  - bird
  - board
  - bound
  - eye (n.)
  - eyed
  - flower
  - girt
  - -like
  - -painting (u.m.)
  - paper
  - papering
  - piece
  - plate
  - -sided (u.m.)
  - work
- **walled**
  - -in (u.m.)
  - -up (u.m.)
- **war**
  - bird
  - book
  - craft
  - #dance
  - -disabled (u.m.)
  - -famed (u.m.)
  - fare
  - head
  - horse (nonliteral)
  - like
  - -made (u.m.)
  - maker
  - making
  - monger
  - mongering
  - mouth (fish)
  - path
  - plane
  - proof
  - ship
  - #song
  - -swept (u.m.)
  - #time (clock)
  - time (duration)
  - -wearied (u.m.)
  - #weariness
  - -weary (u.m.)
  - work
  - worker
  - worn
  - #worthiness
  - worthy
- **ward**
  - heeler
  - maid
  - robe
  - room
- **ward—con.**
  - ship
  - #walk
- **ware**
  - house
  - houseman
  - maker
  - making
  - man
  - room
- **warm**
  - blooded
  - -clad (u.m.)
  - hearted
  - house (hothouse)
  - up (n., u.m.)
- warmed-over (u.m.)
- **wash**
  - basin
  - basket
  - board
  - bowl
  - brush
  - cloth
  - -colored (u.m.)
  - day
  - down (n., u.m.)
  - #goods
  - house
  - -in (n., u.m.)
  - land
  - maid
  - man
  - off (n., u.m.)
  - out (n., u.m.)
  - pot
  - rag
  - room
  - #sale
  - shed
  - stand
  - tail (bird)
  - tray
  - trough
  - tub
  - up (n., u.m.)
  - way
  - woman
  - work
- **washed**
  - -out (u.m.)
  - -up (u.m.)
- **washer**
  - man
  - woman
- **waste**
  - basket
  - board
  - box
  - land
  - leaf (bookbinding)
  - making
  - man
  - paper
  - #pipe
  - #plug
  - proof
  - way
  - weir
  - wood
  - word
  - worker
  - yard
- **watch**
  - #bell
  - #bill
  - boat
  - box
  - case
  - #chain
  - cry
  - dog
  - -free (u.m.)
  - glass
  - #hand
  - house
  - keeper
  - maker

watch—con.
making
man
mate
#spring
tower
woman
word
work
water
bag
bailage
bank
bearer
-bearing (u.m.)
-beaten (u.m.)
-bind (v.)
blink
#blister
bloom
board
#body
bok
borne
#bottle
bound
boy
buck
chat (bird)
#closet
color
-colored (u.m.)
-cool (v.)
-cooled (u.m.)
#cooler
course
craft
#cure
doe
dog
-drinking (u.m.)
drop
fall
-filled (u.m.)
finder
flood
flow
fog
fowl
-free (u.m.)
front
#gage
gate
head
hole
horse
house
-inch
#jacket
-laden (u.m.)
lane
leaf
leave
#level
line
-lined (u.m.)
load
locked
log
logged
logger
logging
#main
man
mark
master
melon
meter
phone
plane
plant
pot
power
proof
proofed
proofer
proofing
quake
-rot (v.)

water—con.
scape
shed
shoot
sick
side
skin
#snake
-soak (v.)
-soaked (u.m.)
-soaking (u.m.)
-soluble (u.m.)
spout
stain
stained
#table
tight
tightness
#tower
#tube
#wagon
wall
#wave
way
#wheel
wise
work
worker
works
worn
watt
-hour
meter
-second
wattle
bird
work
wave
#antenna
-cut (u.m.)
form
guide
-lashed (u.m.)
length
line
making
mark
meter
-moist (u.m.)
-on (n., u.m.)
off (n., u.m.)
#rule (printing)
-swept (u.m.)
-worn (u.m.)
wax
bill
-billed (u.m.)
bird
chandler
cloth
-coated (u.m.)
-headed (u.m.)
hearted
maker
making
man
#paper
#stone
work
worker
working
worm
-yellow (u.m.)
way
back (n., u.m.)
beam
bill
book
#car
down (n., u.m.)
farer
faring
fellow
#freight
going
house
laid
lay
layer

way—con.
laying
leave
maker
man
mark
mate
post
side
-sore (u.m.)
#train
-up (n., u.m.)
ward
-wearied (u.m.)
-weary (u.m.)
wise
worn
weak
-backed (u.m.)
brained
-eyed (u.m.)
fish
handed
headed
hearted
-kneed (u.m.)
minded
mouthed
#side
#sister
wealth
maker
making
monger
-producing (u.m.)
-proud (u.m.)
weapon
maker
making
proof
weasel
-faced (u.m.)
skin
-worded (u.m.)
#words
weather
beaten
blown
board
boarding
-borne (u.m.)
bound
break
cock
#eye
fish
#gage
glass
going
-hardened (u.m.)
#house
maker
making
man
#map
-marked (u.m.)
most
proof
proofed
proofing
-stain (v.)
strip
-stripped (u.m.)
-stripping (u.m.)
tight
wise
worn
web
-fingered (u.m.)
foot
-footed (u.m.)
maker
making
#press
work
wedge
bill
-billed (u.m.)
like

wedge—con.
-shaped (u.m.)
wise
weed
-choked (u.m.)
-hidden (u.m.)
hook
killer
killing
week
day
end
-ender
-ending (u.m.)
long (u.m.)
-old (u.m.)
work
weigh
bridge
bridgeman
house
-in (n., u.m.)
lock
man
master
out (n., u.m.)
shaft
well
-being (n.)
-beloved (u.m.)
-born (u.m.)
-bound (u.m.)
-bred (u.m.)
-clad (u.m.)
curb
-deserving (u.m.)
-doer
-doing (n., u.m.)
-drained (u.m.)
-drilling (u.m.)
#field
-grown (u.m.)
head
-headed (u.m.)
hole
house
-informed (u.m.)
-known (u.m.)
-looking (u.m.)
maker
making
man
-meaner
-nigh (u.m.)
-off (u.m.)
-read (u.m.)
-set-up (u.m.)
side
-spoken (u.m.)
spring
stead
-thought-of (u.m.)
-thought-out (u.m.)
-to-do (u.m.)
-wisher
-wishing (u.m.)
-worn (u.m.)
yard
welt
geist
politik
schmerz
#seam
welterweight
were
-animal
-ass
bear
calf
folk
wolf
west
bound
-central (u.m.)
#end
-faced (u.m.)
going
land

west—con.
most
-northwest
#side
-sider
ward
wet
back
bird (finch)
#bulb
-cheeked (u.m.)
-clean (v.)
land (u.m.)
-nurse (v.)
pack
wash
whale
back
-backed (u.m.)
bird
boat
bone
boned
-built (u.m.)
head (bird)
-headed (u.m.)
like
man
-mouthed (u.m.)
#oil
ship
wharf
#boat
hand
head
holder
land
man
master
owner
#rat
side
worker
what
abouts (n.)
ever
-is-it (n.)
not (n.)
soever
-you-may-call-it (n.)
wheat
bird
cake
-colored (u.m.)
ear
eared
-fed (u.m.)
field
grower
land
#pest
-rich (u.m.)
#rust
stalk
wheel
band
barrow
base
bird
box
chair
-cut (u.m.)
going
horse (nonliteral)
house
#load
-made (u.m.)
maker
making
man
plate
power
race
road
#scraper
smith
spin
stitch

wheel—con.
way
work
-worn (u.m.)
wright
when
abouts (n.)
ever
-issued (u.m.)
soever
whencesoever
where
abouts
after
as
at
by
for
fore
from
in
insoever
into
of
on
over
soever
through
to
under
upon
with
withal
wherever
whet
#slate
stone
whey
beard
-bearded (u.m.)
face
faced
which
ever
soever
whiffletree
whip
bird
cord
crack
cracker
craft
-graft (v.)
#hand
lash
maker
making
man
-marked (u.m.)
post
saw
sawed
sawing
sawyer
-shaped (u.m.)
#snake
socket
staff
stalk
stall
stick
stitch
stock
tail
-tailed (u.m.)
-tom-kelly (bird)
whipper
-in
snapper
tail
whirl
about (n., u.m.)
blast
#drill
pool
-shaped (u.m.)
wig
wind
whirlybird

whisk
broom
#tail
whistlestop
white
back
bait (fish)
beard (n.)
belly
bill
bird
#book (diplomatic)
cap (n.)
capper
coat (n.)
-collar (u.m.)
-collared (u.m.)
comb (n.)
corn
#count
-ear (bird)
-eared (u.m.)
-eye (bird)
-eyed (u.m.)
face
-faced (u.m.)
fish
#flag
foot (n.)
-footed (u.m.)
#gold
#goods
handed
-hard (u.m.)
head
-headed (u.m.)
#heat
-hot (u.m.)
#lead
#lie
like
#line
minded
out (u.m., v.)
pot
rump (bird)
#slave
smith
stone (mineral)
tail
-tailed (u.m.)
throat (bird)
-throated (u.m.)
tip
top (n.)
vein
ware
wash
washed
washer
washing
way
wing
who
ever
so
soever
whole
-headed (u.m.)
hearted
#hog
-hogger
sale
saler
-skinned (u.m.)
some
-souled (u.m.)
-spirited (u.m.)
#stitch
#works
whom
so
soever
whooping #cough
wicker
ware
work
-woven (u.m.)

wicket
keeper
keeping
wide
-angle (u.m.)
-awake (u.m.)
#gage
-handed (u.m.)
hearted
mouthed
-open (u.m.)
spread
-spreading (u.m.)
work
widow
#bird
hood
maker
man
width
way
wise
wife
bound
hood
killer
-ridden (u.m.)
wig
maker
making
tail
wag
wagger
wild
#boar
cat (n.)
catter
-eyed (u.m.)
fire
fowl
-grown (u.m.)
#land
life
#man
wind
wood
will
-less
maker
making
-o'-the-wisp
power
-strong (u.m.)
willinghearted
willow
-grown (u.m.)
like
-shaded (u.m.)
ware
wilt
#disease
-resistant (u.m.)
wind
bag
bagged
bagger
ball
blown
borne
bound
brace
bracing
break
breaker
breaking
broach
broken
burn
catcher
-chapped (u.m.)
chill
clothes
#cloud
#cone
#drift
fall
fallen
fast
-fertilized (u.m.)

wind—con.
firm
fish
flow
#force
gall
-galled (u.m.)
#gage
hole
house
-hungry (u.m.)
jammer
jamming
lass
line
load
mill
pipe
-pollinated (u.m.)
power
proof
#puff
#pump
-rode (u.m.)
row
screen
-shaken (u.m.)
shield
shock
side
sleeve
sock
speed
stop
storm
stream
sucker
sucking
swept
throw
tight
#tunnel
up (n., u.m.)
ward
way
worn
winder
-on
#rod
window
breaker
-breaking (u.m.)
#cleaner
-cleaning (u.m.)
#dresser
-dressing (u.m.)
#glass
maker
making
man
pane
peeper
#shade
-shop (v.)
#shopper
-shopping (u.m.)
#work
wine
bag
ball
bibber
bibbing
-black (u.m.)
#cask
-colored (u.m.)
conner
-drinking (u.m.)
glass
glassful
grower
growing
-hardy (u.m.)
house
maker
making
pot
#press
-red (u.m.)
seller

wine—con.
shop
skin
taster
tester
vat
wise
wing
band
bar
#bay
beat
bolt
bone
borne
bow
#car
#case
#cell
#chair
#collar
cut
#dam
#deck
fish
#flap
-footed (u.m.)
handed
-heavy (u.m.)
#jam
load
-loading (u.m.)
-loose (u.m.)
man
mate
#net
nut
over (n., u.m.)
#pad
piece
#plow
power
#rail
#sac
#screw
seed
-shaped (u.m.)
#shell
-shot (u.m.)
#slot
span
spread
stub
-swift (u.m.)
#tie
tip
top
walker
wall
-weary (u.m.)
wide
winter
-beaten (u.m.)
bound
-clad (u.m.)
-fallow (v.)
-fed (u.m.)
feed
#green (color)
green (plant, etc.)
#hardiness
-hardy (u.m.)
kill
killed
killing
-made (u.m.)
#oats
proof
#rye
-sown (u.m.)
tide
time
#wheat
-worn (u.m.)
wire
bar
bird
borne
bound

- **wire**—con.
  - -caged (u.m.)
  - #cloth
  - -cut (u.m.)
  - cutter
  - cutting
  - dancer
  - dancing
  - draw (v.)
  - drawer
  - drawing
  - drawn
  - #edge
  - -edged (u.m.)
  - #gage
  - hair (dog)
  - -haired (u.m.)
  - house
  - less
  - #line
  - maker
  - making
  - man
  - #mark
  - photo
  - puller
  - pulling
  - #rope
  - smith
  - spun
  - stitch
  - -stitched (u.m.)
  - #stitcher
  - -stitching (u.m.)
  - tail (duck)
  - -tailed (u.m.)
  - tap
  - tapped
  - tapper
  - tapping
  - walker
  - walking
  - way
  - work
  - worker
  - working
  - works
  - worm
  - -wound (u.m.)
- **wise**
  - acre
  - crack
  - cracked
  - cracker
  - cracking
  - head (n.)
  - -headed (u.m.)
  - hearted
  - -spoken (u.m.)
- wishbone
- **witch**
  - #burner
  - craft
  - #hazel
  - #hunt
  - #hunter
  - -hunting (u.m.)
  - man
  - work
- **with**
  - draw
  - drawal
  - drawer
  - drawing
  - hold
  - holding
  - in
  - indoors (adv.)
  - out
  - outdoors (adv.)
  - stand
- **wither**
  - band
  - tip
  - -wrung (u.m.)
- **within**
  - -bound (u.m.)
  - -named (u.m.)
  - ward
- **woe**
  - begone
  - -laden (u.m.)
  - worn
- **wolf**
  - -eyed (u.m.)
  - #fish
  - hound
  - pack
  - skin
- **woman**
  - folk
  - hearted
  - hood
  - kind
  - like
  - power
- womenfolk
- **wonder**
  - land
  - -stricken (u.m.)
  - strong
  - -struck (u.m.)
  - work
  - worker
  - working
  - worthy
- **wood**
  - bark (color)
  - bin
  - bined
  - block
  - bound
  - box
  - -built (u.m.)
  - -cased (u.m.)
  - chat (bird)
  - chipper
  - chopper
  - chuck
  - cock
  - craft
  - crafter
  - cut
  - cutter
  - cutting
  - #engraver
  - #engraving
  - #fiber
  - fish
  - grub
  - hole
  - horse
  - house
  - hung (u.m.)
  - jobber (bird)
  - land
  - -lined (u.m.)
  - lot
  - man
  - #nymph
  - -paneled (u.m.)
  - #paper
  - pecker
  - pile
  - -planing (u.m.)
  - print
  - pulp
  - ranger
  - -rip (bird)
  - rock
  - #rot
  - shed
  - shop
  - side
  - skin
  - stock
  - stone
  - #stove
  - #thrush
  - #tick
  - turner
  - -turning (u.m.)
  - wall (bird)
  - -walled (u.m.)
  - wind (music)
  - work
  - worker
- **wood**—con.
  - working
  - yard
- **wooden**
  - head (n.)
  - headed
  - -hulled (u.m.)
  - ware
  - -weary (u.m.)
- woodsman
- **wool**
  - #clip
  - fell
  - #flock
  - gatherer
  - gathering
  - grader
  - grower
  - growing
  - head
  - -laden (u.m.)
  - -lined (u.m.)
  - man
  - pack
  - packer
  - press
  - shearer
  - shearing
  - shears
  - shed
  - skin
  - sorter
  - sorting
  - sower
  - #stapler
  - stock
  - washer
  - #waste
  - wheel
  - -white (u.m.)
  - winder
  - work
  - worker
  - working
- **woolly**
  - -coated (u.m.)
  - -headed (u.m.)
  - -looking (u.m.)
  - -white (u.m.)
- **word**
  - -blind (u.m.)
  - book
  - bound
  - builder
  - building
  - catcher
  - catching
  - -clad (u.m.)
  - #class
  - craft
  - craftsman
  - -deaf (u.m.)
  - jobber
  - list
  - maker
  - making
  - man
  - manship
  - monger
  - mongering
  - -perfect (u.m.)
  - play
  - seller
  - slinger
  - slinging
  - smith
- **work**
  - aday (n., u.m.)
  - -and-turn (u.m.)
  - away (n., u.m.)
  - bag
  - basket
  - bench
  - book
  - box
  - #cure
  - day
  - -driven (u.m.)
  - fellow
- **work**—con.
  - flow
  - folk
  - #force
  - girl
  - hand
  - -hardened (u.m.)
  - horse
  - -hour (u.m.)
  - house
  - housed
  - load
  - man
  - manlike
  - manship
  - master
  - out (n., u.m.)
  - pan
  - people
  - piece
  - place
  - power
  - room
  - sheet
  - shoe
  - shop
  - -shy (n., u.m.)
  - -shyness
  - site
  - #song
  - space
  - spacing
  - -stained (u.m.)
  - stand
  - stone
  - stream
  - table
  - time
  - up (n., u.m.)
  - ways
  - -weary (u.m.)
  - week
  - wise
  - woman
  - worn
  - yard
- **working**
  - #day
  - #load
  - man
  - #room
  - woman
- **world**
  - beater
  - beating
  - -conscious (u.m.)
  - #consciousness
  - #line
  - maker
  - making
  - #power
  - proof
  - quake
  - -self
  - -weary (u.m.)
  - wide
  - wise
- **worm**
  - -eaten (u.m.)
  - -eating (u.m.)
  - #gear
  - hole
  - holed
  - proof
  - -riddled (u.m.)
  - -ripe (u.m.)
  - seed
  - shaft
  - #wheel
  - wood
- **worn**
  - down (u.m.)
  - out (u.m.)
  - outness
- worrywart
- **worth**
  - while (n., u.m.)
  - #while (adv.)
  - whileness
- **wrap**
  - around (n., u.m.)
  - -up (n., u.m.)
- **wreath**
  - -crowned (u.m.)
  - maker
  - making
  - work
- **wreck**
  - #buoy
  - fish
  - -free (u.m.)
  - master
- **wring**
  - bolt
  - staff
- **wrist**
  - band
  - bone
  - drop
  - fall
  - lock
  - pin
  - plate
  - watch
  - work
- **write**
  - back (n., u.m.)
  - -in (n., u.m.)
  - off (n., u.m.)
  - up (n., u.m.)
- **writing**
  - #desk
  - #room
- **wrong**
  - doer
  - doing
  - -ended (u.m.)
  - #font
  - headed
  - hearted
  - -minded (u.m.)
  - -thinking (u.m.)
- **wrought**
  - #iron
  - -up (u.m.)
- **wry**
  - bill
  - -billed (u.m.)
  - -faced (u.m.)
  - -looking (u.m.)
  - mouth (fish)
  - -mouthed (u.m.)
  - neck
  - -set (u.m.)
  - tail (bird)

- **X**
  - -body
  - -disease
  - -ray
  - -virus
- X-shaped
- **xantho** (c.f.)
  - *all one word*
- **xeno** (c.f.)
  - *all one word*
- **xero** (c.f.)
  - *all one word*
- **xylo** (c.f.)
  - *all one word*

- **Y**
  - -chromosome
  - -potential
- Y
  - -joint
  - -level
  - -shaped
  - -track
  - -tube
- **yachts**
  - man
  - woman
- **Yankee**
  - -Doodle
  - land

- **yard**
  - arm
  - -deep (u.m.)
  - -long (u.m.)
  - man
  - master
  - stick
  - -wide (u.m.)
- **yaw**
  - meter
  - -sighted (u.m.)
- **year**
  - bird
  - book
  - day
  - end
  - -hour (u.m.)
  - long (u.m.)
  - -old (u.m.)
  - -round (u.m.)
- **yellow**
  - back
  - -backed (u.m.)
  - -bellied (u.m.)
  - belly
  - #berry
  - bill (bird)
  - -billed (u.m.)
  - bird
  - crown (bird)
  - #fever
  - fin (fish)
  - fish
  - -green (u.m.)
  - hammer (bird)
  - head (bird)
  - -headed (u.m.)
  - legs (bird)
  - #race
  - rump (bird)
  - tail (fish)
  - -tailed (u.m.)
- **yellow**—con.
  - throat (bird)
  - -throated (u.m.)
  - top
  - ware
- **yes**
  - -man
  - -no
- **yester**
  - day
  - year
- **yoke**
  - fellow
  - mate
  - mating
  - -toed (u.m.)
  - wood
- **young**
  - -eyed (u.m.)
  - -headed (u.m.)
  - hearted
  - -ladylike
- **young**—con.
  - -looking (u.m.)
  - -manlike
  - -old
  - -womanhood
- **youth**
  - like
  - tide
- **yule**
  - #log
  - tide

- Z-bar
- Z-chromosome
- **zebra**
  - fish
  - like
- **zero**
  - axial
  - #beat
- **zero**—con.
  - -dimensional (u.m.)
  - gravity
  - #hour
- **zig**
  - zag
  - zagged
- **zinc**
  - -coated (u.m.)
  - #etching
  - -white (u.m.)
- **zoo** (c.f.)
  - *all one word*
- **zoologico** (c.f.)
  - *all one word*
- **zygo** (c.f.)
  - *all one word*
- **zygomatico** (c.f.)
  - -orbital
  - *rest one word*
- **zymo** (c.f.)
  - *all one word*

NOTES

8. PLANT AND INSECT NAMES

PLANT NAMES

8.1. The following list of plant names, some of which vary in form from those given in Webster's New International Dictionary, has been compiled with the cooperation of the Department of Agriculture.

8.2. In general, derivatives of proper names with acquired independent common meaning are not capitalized. (See rule 3.4, p. 21.) However, in plant names, if the capital letter is retained, either the hyphened or the two-word form is used, depending on predominant usage. Such names as English ivy, Dutchmans-pipe, Cupids-dart, flower-of-Jove, and apple-of-Peru retain the capital letter. On the other hand, such names as Charlie, Jack, and Susan lose their capital letter in fanciful names; e.g., creeping-charlie, jack-in-a-box, and brown-eyed-susan.

8.3. The apostrophe is omitted in names with a possessive element; thus: babysbreath, Grays lily, devils-paintbrush, etc.

8.4. To indicate preferred usage, there are also included adjective forms, such as nightblooming, straightstem, threecolor, two-wing, etc., not by themselves plant names.

8.5. Except as indicated in the list, plant names ending in *bane*, *bark*, *bean*, *berry*, *bine*, *brush*, *cup*, *fern*, *flower*, *grass*, *leaf*, *lily*, *nut*, *plant*, *pod*, *root*, *seed*, *thorn*, *tree*, *vine*, *weed*, *wood*, and *wort* are printed solid, unless the preceding word is a proper name which retains its capitalized form. (See rule 8.2.) All such one-word forms were excluded from the list.

Aarons-beard
addersmouth
adderstongue
adzuki
African-violet
airpotato
alfilaria
alpencress
Alpine-azalea
Amazon-lily
anatto-tree
angel-trumpet
antelope-brush
Apache-plume
apple-of-Peru
Arab-primrose
arar-tree
arborvitae
arrow-arum
asparagus-bean
atamasco-lily
Australian-pea
autumn-crocus
avalanche-lily
awl-leaf

baby-blue-eyes
babysbreath
babytears
baldcypress
baldhip
baldrush
ballmustard
balm-of-Gilead
balsam-apple
balsam-of-Peru
balsam-pear
banana-shrub
Barbados-cherry
barestem
barnyard #grass
barrenground
barren-strawberry
bastardbox
batterdock
baycedar
beakrush
bearcabbage
bearmat
bearstail
beavertail
bedstraw
beebalm
beechdrops
beefsteak-plant
bee-sage
beggarticks
belladonna-lily
bigcone-spruce
bigfruit
bigmoon
bigstem
bigtooth
bird-in-the-bush
bird-of-paradise-flower
birdpepper
birdseye
birdsfoot
birdsnest
bishopscap
bishopshood
bittercress
bittersweet
bittervetch
blackbead
blackberry-lily
blackbox
black-bryony
blackbud
black-calabash
black-eyed-susan
blackfoot
blackhaw
blackjoint
blacklaurel
black-mangrove
black #medic
blackpurple
blackspot
blackstem
black-salsify
bladder #campion
bladder-senna
bladeapple
blazing-star
bleedingheart
blistercress
bloodball
bloodred
bloodtwig
bloodvein
blowwives
blueback
bluebead
bluebeard
bluebell-creeper
bluebells
blueblossom
bluebunch
bluecrown
bluecurls
bluedicks
blue-eyed-grass
blue-eyed-mary
blueflag
bluegreen
bluejoint
bluelips
bluestar
bluestem
bluetop
bog-orchid
bog-rosemary
bonytip
bouncing-bet
bowbells
bowstring-hemp
boxelder
bracken
brassbuttons
Brazilian-cherry
brickred
bricktimber
bridal-veil
bridalwreath
brighteyes
Brisbane-box
bristlecone
bristletooth
bronzebells
broomcorn
broom-crowberry
broomrape
broomsedge
broomstraw
brown-eyed-susan
Browns (lily, etc.)
brownstain
brownstem
brush-cherry
brushtip
buckbeard
buckeye
buckhorn
buckwheat
buckwheat-tree
buffalo-bur
bullfist
bullfoot
bullhoof
bullhorn
bullnettle
bullthistle

bunnymouth
burclover
burdock
bur-marigold
bur-ragweed
burreed
bur-sage
bur-snakeroot
bushclover
bush-cranberry
bush-honeysuckle
bushmint
bushpepper
bushpoppy
bushrope
butchersbroom
butter-and-eggs
butter #bean
butterbough
butterfly-pea
butter-rose
buttonball
buttonclover
button-snakeroot

cajeput-tree
calabash-tree
calaba-tree
calamondin
calfkill
California-laurel
California-nutmeg
California-poppy
camphor-tree
canarybalm
candlenut-tree
candytuft
canistel
Canterbury-bells
canyon-poppy
cape-cowslip
cape-gooseberry
cape-honeysuckle
cape-jasmine
cape-marigold
cape-pondweed
cape-weddingflower
Carolina-jessamine
Carolina-vanilla
cassabanana
cassiabark-tree
cassiaflower-tree
castor-aralia
catbrier
catchfly-gentian
catclaw
catjang-pea
cats-ear
catsfoot
cattail
cavenia
celandine-poppy
chaff-flower
chainfern
chalice-vine
chaste-tree
checkerbloom
checkermallow
cherryblossom
cherry-laurel
cherry-orange
cherrystone
chickpea
chicory
Childs (gladiolus, etc.)
Chile-ageratum
Chile-bells
Chile-guava
Chile-jasmine
Chile-nettle
Chiloe (strawberry, etc.)
China-aster
China-fir
China-laurel
Chinese-houses
Chinese-poppy
chokecherry
Christ-eye
Christ-thorn
Christmas-rose
cigarbox-cedar
cinquefoil
cleavers
cliffbrake
cliffrose
cloth-of-gold
cloven-lip
clubmoss
cluster-amaryllis
cobblersthumb
cocaine-tree
cockscomb-yam
cocks-eggs
cocoplum
comfrey
conehead
confederate-jasmine
coontail
cootamundra
coppertip
coralbells
coralblow
coraldrops
corkwing
corncockle
cornelian-cherry
corn-marigold
cornsalad
cotton-sedge
cottonthistle
Coventry-bells
cowcockle
cowheel
cowitch
cowparsley
cowparsnip
cowpea
cowslip
cowtongue
cow-tree
cowwheat
crabapple
cradle-orchid
cranberry-gourd
cranesbill
crape-jasmine
crapemyrtle
crawfoot
creamcups
creamfruit
creamsacs
creeping-charlie
creepingdevil
creeping-jenny
Cretan-mullein
cricketbat
crimson-eye
crimson-flag
crocos
crowfoot
crownbeard
crowndaisy
crown-imperia
crownvetch
crowpoison
crucifixion-thorn
crystal-tea
cucumber-root
culvers-physic
Cupids-dart
custard-apple
cutcollar
cypress-pine

Dallis (grass, etc.)
dames (rocket, etc.)
dammarpine
danesblood
darkeye
darling-plum
dasheen
dateplum
datil
dawnrose
dayglow
deadnettle
deathcamas
deerhair
deerstongue
deervetch
desertbeauty
desertcandle
desertholly
desertprimrose
desert-willow
devilsclaw
devilsclub
devils-paintbrush
devils-pincushion
devils-shoestring
devilstongue
devils-walkingstick
Diels (cotoneaster, etc.)
dimplecone
ditchfoot
ditch-sunflower
dock
dogbrier
dogfennel
dogtail
doublefile
doubleflowering
doubleray
doubletooth
Douglas-fir
dovefoot
doveplum
dracena
dragonhead
duckpotato
duncecap
dusty-miller
Dutchmans-breeches
Dutchmans-pipe
dwarf-dandelion

eardrops
earthgall
earthstar
earthtongue
Easter-bells
Eca (rose, etc.)
elephanthead
elkslip
epaulette-tree
evening-primrose
evening-snow
evening-star
evergold
evergreen-grape
everlasting
eyebalm
eyebright

fairybells
fairywand
fall-daffodil
fall-dandelion
false-arborvitae
false-azalea
false-camomile
false-carrot
false-dragonhead
falseflax
false-hellebore
false-indigo
false-mastic
false-mesquite
false-olive
false-spirea
false-tamarix
false-yarrow
fanscale
farewell-to-spring
featherfleece
featherfoil
feather-hyacinth
featherpetal
feathertop
fernbrake
fernshaw
fernspray
feterita
fieldcress
fieldmadder
figmarigold
finetooth
firemoss
firepink
fishhooks
fishpoison-tree
fiveblade
fivecoil
fivefinger
fivestamen
flamboyant-tree
flamepoppy
flameray
flat-sedge
floatingheart
floptop
Florida-boxwood
flowerfence
flowering-rush
flower-of-an-hour
flower-of-Jove
fogfruit
forget-me-not
fourcolor
four-o'clock
fourstamen
fourwing
foxchop
foxfeet
foxglove
foxtail #grass
Franciscan-nightshade
fringebell
fringe-orchid
frogbit
frogfoot
fullers #teasel
fullmoon

gallwind
garambullo
gayfeather
gaywings
ghostpipe
giantfennel
giantgroundsel
gill-over-the-ground
giltedge
globe-amaranth
globe-cone
globedaisy
globemallow
globethistle
globe-tulip
gloriosa
glorybower
goatsbeard
goatsrue
goldband
goldbeard
goldblotch
golddust
goldedge
golden-aster
goldenback
goldenball
goldenbeard
goldenbowl
goldenchain
goldenclub
golden-eyed-grass
goldenfeather
goldenfleece
goldenglow
goldenlarch
goldenlocks
goldenmoon
goldenpert
goldenplume
goldenrain-tree
goldenrod
goldenseal
golden-shower
goldenstar

goldentop
goldentuft
goldentwig
goldenwave
goldenyarrow
goldeye-grass
goldfields
goldhair
Goldie (fern, etc.)
goldmoss
goldspot
goldstripe
goldthread
goldtip
goldtwig
goldvein
good-King-Henry
gooseberry-tree
goosefoot
goosetongue
grains-of-paradise
grape-hyacinth
grass-pink
grasswidow
gravel-bind
graybox
Grays (lily, etc.)
Greek-valerian
greenbrier
green-ebony
greenfire
greenheart
green-net
greenscale
greensides
greenstem
greenthread
greentwig
greenvein
groundcedar
groundcherry
ground-ivy
groundpine
groundsmoke
guamachil
Guiana-chestnut
gumbo-limbo
gum-myrtle
gunbright
guttapercha

hair-grass
hairyhead
halfhigh
halfmoon
halfskirt
hardbeam
hardhack
hard-iron
hardshell
harebell
harebottle
hares-ear-mustard
harestail
hartstongue
hawkbit
hawksbeard
heal-all
healbite
heartpetal
hedgehog-coneflower
hedgemustard
hedgestraw
henbit
Hercules-club
heronbill
Hicks (yew, etc.)
Himalaya-berry
Himalaya-honeysuckle
Hinds (walnut, etc.)
hoarycress
hogpeanut
hogsfennel
hollowstem
hollyaster
hollygrape
honeybell
honeybind
honeybloom
honeylocust
honeysuckle
hophornbeam
hopsage
hornbeam
hornpoppy
horsebalm
horsechestnut
horse-eye
horsegentian
horsemint
horsenettle
horsepipe
horseradish
horseradish-tree
horsetail
horsetail-tree
houndstongue
house-amaryllis
houseleek
hummingbird-trumpet
hyacinth-bean
hydrangea-vine

ilama
incense-cedar
India-almond
India-elm
India-hawthorn
India-mulberry
Indian-fig
Indian-physic
Indian-pipe
Indian-potato
Indian-tobacco
Indian-warrior
Indian-wheat
ironhead
ivory-leaves
ivy-arum
ivybells
ivy-gourd
ivy-vine

jaburan
jackfrost
jackfruit
jack-in-a-box
jack-in-the-pulpit
Jacobs-rod
jambolan-plum
Jersey-tea
Jerusalem-artichoke
Jerusalem-cherry
Jerusalem-oak
Jerusalem-sage
Jerusalem-thorn
jetbead
jobs-tears
joe-pye-weed
jointfir
jointvetch
Josephscoat
Joshua-tree
Judas-tree
jungle-plum
jungle-rice
Jupiters-beard

kafircorn
karanda
karo
Kartaba (iris, etc.)
kasumi (cherry, etc.)
katsura-tree
kauri-pine
kei-apple
kidney bean
kidneyvetch
kittentails
knawel
kochia
kohlrabi
kolomikta
kousa
kudzu
kwanso (daylily, etc.)
kyushu (azalea, etc.)

Labrador-tea
lacquer-tree
ladies-tresses
ladybell
ladyslipper
ladysmantle
ladysthumb
lambkill
lambsquarters
lap-love
largetooth
lavender-cotton
leaf-flower
lemon-verbena
lignumvitae
lilybasket
lily-of-the-valley
lima bean
limequat
lions-ear
little-pickles
live-ever
liveforever
liver-balsam
living-rock
lizardtail
loblolly-bay
loggerheads
London-pride
longbarb
longcluster
longlip
Longs (grape, etc.)
longspine
longstalk
longtube
lookingglass
loosestrife
lords-and-ladies
loveman
lyonshrub

Madden-cherry
Madeira-bay
Madeira-vine
Magdalena (mock orange, etc.)
mahala-mats
maidencane
maidenhair-tree
Malabar-nut
Malabar-plum
Malay-apple
malu-creeper
mame (cherry, etc.)
mandacaru
Mangles (everlasting, etc.)
mangrove
marestail
Mardin (iris, etc.)
Maries (fir, etc.)
marshcress
marsh-elder
marshfire
marshmallow
marshmarigold
Martens (selaginella, etc.)
Mascarene (grass, etc.)
matilija-poppy
Matreed
matrimony-vine
mayapple
maybloom
maypear
maypop
Mays (brake, etc.)
mayten
maywings
meadowbeauty
meadowfoam
meadowrue
meadowsweet
mealymat
Meiwa (kumquat, etc.)
merrybells
Mexican-buckeye
Mexican-clover
Mexican-orange
Mexican-star
Mexican-tea
Michaelmas-daisy
milfoil
milkthistle
milkvetch
milo
mistmaiden
miyama
mock-cucumber
mockorange
mock-strawberry
Molucca-balm
mombin
momi
monkeycomb
monkeypuzzle
monkshood-vine
monreale
Moores (agapanthus, etc.)
moosetongue
moraea
morning-glory
moso
mosquitobill
mosquitotrap
moss #rose
moth-orchid
mountain-ash
mountain-bluet
mountain-dandelion
mountainheath
mountain-holly
mountain-laurel
mountain-lilac
mountain-mahogany
mountain-mint
mouse-ear
mousetail
Moyes (rose, etc.)
mudbank
mullein
mundi-root
Mupin (cotoneaster, etc.)
muskphlox
musk #rose
myrtle-of-the-river

Narbonne (flax, etc.)
narihira
Natal-ebony
navy #bean
needle-and-thread
needlerush
netvein
niggerhead
nightblooming
nightcaps
nightjasmine
nightphlox
nightshade
nightstock
nimblewill
ningala
Nippon-bells
nodfruit
nosesmart
nutgall

ocean-spray
Oconee-bells
ohelo
oldman (fern, etc.)
onespike
orache
orange-eye
orange-jasmine
orange-rose

organpipe
orobus
Osage-orange
otaksa
owlclover
oxeye-daisy
oxlip
oxtongue

painted-cup
palma #dulce
paloblanco
paloverde
pansy-orchid
paper-mulberry
paradise-tree
parrotfeather
Parsons (arborvitae, etc.)
partridgefoot
partridgepea
pawpaw
pear-hip
pearlfruit
pearlstripe
peashrub
peatpink
pea-tree
peegee
pennycress
pennyrot
pennyroyal
persicary
pheasanteye
pigeonfoot
pigeonpea
pigeon-wheat
pimpernel
pinebarren
pinedrops
pinemat
pinesap
pinkbells
pinkedge
pinkscale
pinkshell
pinkshower
pinkstar
pinkstem
pinkstripe
pinkwax
pin #oak
pinpillow
pinpoint
pinxterbloom
plumepoppy
plum-pine
plum-yew
poets (narcissus, etc.)
pointvetch
poison-hemlock
poison-ivy
poison-oak
poison-sumac
poisonvetch
pond-apple
pondcypress
ponyfoot
poor-robins-plantain
popdock
popglove
poppy-mallow
Portugal-laurel
possumhaw
post #cedar
post #locust
post #oak
pot #marigold
Potts (tritonia, etc.)
prairie-clover
prairiegentian
prairiemallow
prairie-smoke
pricklepoppy
prickly-ash
pricklypear
prickly-thrift
pricktimber
pride-of-Madeira
primrose-willow
princesfeather
princesplume
puckneedle
puffball
purplebell
purplecane
purplecone
purple-eye
purplelady
purplenet
purplespot
purplestem
purplestripe
purpletop
purplewreath
pussy-ears
pussypaws
pussytoes
pussywillow

quakerladies
Queen-Annes-lace
queen-of-the-night
Queensland-nut
quickbeam
quill-leaf

rabbitear
rabbiteye
rabbitfoot
rabbittail
ragged-robin
ramshead
Rangoon-creeper
rattail
rattlebox
rattlesnake-plantain
rattlesnake-root
redbay
redbead
redbox
redcedar
red-devil
redflesh
redflowering
redhelmet
redmaids
red #oak
red-osier
redpepper
red #pine
redrim
redscale
redshanks
redshoot
redspot
redspray
redspur
redstem
redtip
redtop
redtwig
redware
redwool
red-white-and-blue-flower
Reeves (spirea, etc.)
ricepaper-plant
ripgut
riverbank
Rivers (beech, etc.)
rockbeauty
rockbell
rockbrake
rockcress
rockfoil
rockhair
rockjasmine
rockmat
rockpurslane
rockrose
rockspirea
rockspray
rootspine
rosa-montana
rosarypea
rose-acacia
rosebay
rosegay
rosegentian
rosemallow
rosemary
rosemyrtle
rose-of-heaven
rose-of-Jericho
rosepink
rose-ring
roundbud
round-eared
roundheart
roundlobe
roundtop
runningpine
Russian-olive
Russian-thistle

sacred-lily
saffron-plum
sagerose
St. Augustine (grass, etc.)
St.-Bernards-lily
St.-Brunos-lily
St.-James-lily
St. Johns (coontie, etc.)
St.-Johns-wort
St. Thomas tree
salad-rocket
saltcedar
saltmarsh
saltmeadow
salt-tree
sandbar
sandheath
sandhill
sandmint
sandmyrtle
sandplum
sandreed
sandspur
sandstay
sandverbena
sappan
sapsuck-bush
saskatoon
sassafras
satinpoppy
saw-palmetto
sawpetal
sawtooth
scarboro-lily
scarlet-bugler
scarletfunnel
scarletplume
scorpion-senna
Scotch-broom
scouring-rush
screwpine
screwstem
scurf-pea
sea #bean
seabeard
sea-buckthorn
seagrape
seaholly
seakale
sea-lavender
seamoss
sea-onion
seaplum
sea-urchin
seawife
seedgall
selfheal
Seneca-snakeroot
senna-pea
sensitive-pea
setwall
sevenlobe
sevenstars
seven-year-apple
shadblow
shadscale
sharplobe
sharpscale
sheepfoot
sheepkill
sheep #sorrel
shell #bean
shepherds-purse
shootingstar
shortbeak
shortcluster
shorthair
shortspine
shrub-althea
sidebells
side-oats
silk-oak
silktassel
silktassel-bush
silverbell
silverdust
silveredge
silverhead
silverline
silvermargin
silvernerve
silverplume
silverpurple
silverrod
silverstar
silvervein
singhara-nut
sixweeks
skunkcabbage
skyblue
skydrop
Smalls (penstemon, etc.)
snailclover
snakebeard
snakegourd
snakemouth
snakepipe
snap bean
snapjack
snowbell
snowcloud
snowdrop
snowgarland
snowhill
snow-on-the-mountain
snowpoppy
snow-wreath
soapbloom
Solomon-plume
Solomons-seal
sourclover
soursop
southernplume
sowbread
sowthistle
Spanish-bayonet
Spanish-dagger
Spanish-moss
Spanish-needles
spatterdock
spearmint
spectacle-pod
speedwell
spider-orchid
spiderweb
spikeheath
spikenard
spikerush
spikesedge
spine-date
spinemallow
spirea
spongegourd
sprangletop
springbeauty
spurgall
spurge-nettle
spurge-olive
spur-valerian
squaw-apple
squawcarpet
squirrelcorn
squirreltail
squirting-cucumber

star-apple
starbloom
star-bur
starfruit
starglory
star-gooseberry
star-grass
starjasmine
starlights
star-of-Bethlehem
star-thistle
steershead
sticktight
stiffstem
stinging-nettle
stinkbell
stinkhorn
stonebreak
stonecress
stonecrop
stonegall
stonemint
storksbill
straightstem
strawberry-blite
strawberry-tree
string #bean
sugar-apple
sugar #beet
sugarbird
sugarcane
sugar #corn
sugar #maple
sugar-root
summer-cypress
summer-fir
summer-hyacinth
summer #squash
summersweet
sundew
sundrops
sunn-hemp
sunray
sunrose
supplejack
Surinam-cherry
swampbay
swampcandle
swamp-laurel
swamp-pink
swamp-privet
swan-orchid
sweet-anise
sweetbay
sweetbells
sweetbrier
sweet-calabash
sweetclover
sweet #corn
sweetflag
sweetgale
sweetgum
sweetpea
sweetpotato
sweetshrub
sweetsop
sweetspire
sweet-sultan
sweetvetch
sweetwater
sweet-william
Syrian-privet

tailgrape
tanglehead
tangletail
tanoak
tansymustard
tansy-ragwort
tea-olive
tearthumb
Teas (catalpa, etc.)
teaselgourd
tea-tree
telegraph-plant
Tennessee-indigo
tequila
tether-devil
Texas-plume
thickspike
thimble #lily
thintail
thornapple
thoroughgrowth
thoroughstem
thoroughwax
threadstalk
three-awn
threecoil
threecolor
threelobe
three-seed
threespine
threetip
throughgrow
tickclover
tick-trefoil
tidemarsh
tigerfoot
tigertail
timberline
tipu-tree
toadflax
toadpipe
toadstool
tobira
tomatillo
tonka-bean
toringo
towelgourd
trailing-arbutus
travelers-joy
travelers-tree
treacle-mustard
treebeard
treehair
treemallow
treepoppy
tree-spirea
tree-tomato
truedwarf (box)
trumpetcreeper
tuberose
tumblemustard
tung-oil tree
turbantop
turkeymullein
turkeysbeard
Turks-cap
Turks-rug
turnip-chervil
turtlebloom
turtlehead
twinbloom
twinspur
twist-arum
twisted-stalk
twocolor
two-groove
two-row
two-wing

udo
umbrella-pine
umbrella-sedge
umbrella-tree
undergreen
urn #moss

valley-mahogany
Vanhoutte (elm, etc.)
vegetable-oyster
Venus-button
vervain
vi-apple
vinca
vinespinach
violet-bloom
Virginia-creeper
virgins-bower

wakerobin
walkingstick
wallcress
wandering-Jew
waterchestnut
waterclover
watercreeper
watercress
water-elm
waterhemlock
waterhemp
water-hyacinth
waterhyssop
waterlemon
waterlettuce
waterlocust
watermarigold
watermeal
watermilfoil
waterparsnip
waterpepper
waterplantain
waterpoppy
waterprimrose
watershield
watershrub
water-snowflake
watersoldier
waterstar
water-stargrass
waterwillow
waxgourd
waxmallow
waxmyrtle
wayfaring-tree
weakleaf
weaselsnout
weavers-broom
wedgescale
Welsh-poppy
whisperingbells
whitebeam
whiteblow
whitebottle
whitebud
white-cedar
whiteclover
white-edge
white-eye
white-ironwood
whitemat
white-sapote
whitespike
whitespot
whitestem
whitestripe
whitetop
wildbergamot
wildcabbage
wild #carrot
wildcelery
wildginger
wildgoose
wild-indigo
wildrice
wildrye
wingstem
winter-aconite
winterbloom
wintercreeper
wintercress
winterfat
winterhazel
wintersweet
wirelettuce
wirestem
witchbells
witch-hazel
wolftail
woodbetony
wood-gossip
woodlandstar
woodnymph
woodruff
woodrush
Woods (rose, etc.)
woodsorrel
woodwaxen
woollybutt
woollyhead
woolwitch
woundworth

yam-bean
yangtao
yarrow
yate-tree
Yeddo-hawthorn
yellowband
yellowbeard
yellowbell
yellow-cedar
yellowcress
yellow-edge
yelloweye
yellow-eyed-grass
yellowflag
yellowflax
yellowfruit
yellowheart
yellownet
yellow-oleander
yellow-poplar
yellow-rocket
yellowspot
yellowstripe
yellowtip
yellowvein
yellow-vetch
yerba-buena
yerba-del-venado
yerba-santa
Youngs (cypress, etc.)

INSECT NAMES

8.6. The following list of insect names is taken from the list of names approved by the Entomological Society of America and serves as a guide to compounding for these specialized terms.

8.7. Except as indicated in the list, names ending in *bug*, *fly*, *hopper*, *roach*, and *worm* are set solid; names with a final element of *ant*, *aphid*, *beetle*, *borer*, *caterpillar*, *louse*, *maggot*, *midge*, *miner*, *mite*, *mosquito*, *moth*, *roller*, *scale*, *thrips*, *tick*, and *weevil* are set as two words.

achemon sphinx
African mole cricket
alfalfa looper
alfalfa plant bug
angular-winged katydid
apple and thorn skeletonizer
apple curculio
apple leaf skeletonizer
apple red bug
apple seed chalcid
apple sucker
Argentine ant
Arizona cotton stainer
ash plant bug
azalea lace bug

bald-faced hornet
balsam-fir sawyer
banded woollybear
basswood lace bug
basswood leaf roller
bean leaf skeletonizer
bed bug
beech scale
birch casebearer
birch skeletonizer
birch tube maker
black blow fly
black cherry fruit fly
black-horned tree cricket
black horse fly
black swallowtail
black widow spider
bloodsucking conenose
blue horntail
booklouse
boxelder bug
boxelder psyllid
boxwood psyllid
bristly rose-slug
broad-winged katydid
brown-banded roach
brown stink bug
bumelia fruit fly

cabbage curculio
cabbage looper
cabbage seedstalk curculio
cadelle
California pear-slug
California prionus
California tortoise-shell
caragana plant bug
Carolina mantis
carpenter bee
carrot rust fly
catalpa sphinx
cat flea
celery leaf tier
celery looper
chain-spotted geometer
changa
cheese skipper
cherry casebearer
cherry fruit fly
chigger
chigoe
chinch bug
Chinese mantis
chrysanthemum lace bug
cigar casebearer
Clear Lake gnat
clouded sulphur
clover looper
clover root curculio
clover seed chalcid
cluster fly
cochineal insect
common cattle grub
conchuela
cotton lace bug
cotton leaf perforator
cotton stainer
coulee cricket
cowpea curculio
cranberry girdler
currant fruit fly
currant stem girdler

dog flea
Douglas-fir engraver
dusky stink bug

eastern subterranean termite
eggplant lace bug
eight-spotted forester
elm calligrapha
elm casebearer
elm cockscomb gall
elm lace bug
elm sphinx
eupatorium gall fly
European chafer
European chicken flea
European earwig
European fruit lecanium
European mantis

false chinch bug
false stable fly
field cricket
fiery hunter
fig wasp
filament bearer
firebrat
fir engraver
forage looper
fork-tailed bush katydid
Formosan subterranean termite
four-lined plant bug
four-spotted tree cricket
frit fly

garden springtail
garden symphylid
giant hornet
giant water bug
golden-eye lacewing
grape cane gall maker
grape colaspis
grape curculio
grape leaf folder
grape leaf skeletonizer
grape phylloxera
grape seed chalcid
grapevine looper
grasshopper bee fly
great ash sphinx
greenhouse leaf tier
greenhouse orthezia
greenhouse stone cricket
green meadow locust
green rose chafer
green stink bug

hackberry engraver
hackberry lace bug
hackberry nipple gall
hairy chinch bug
harlequin bug
hawthorn lace bug
hellgramite
hemlock looper
hessian fly
hickory horned devil
hickory plant bug
hollyhock plant bug
honey bee
hop looper
hop plant bug
horned passalus
horned squash bug
horn fly
horse bot fly
house centipede
house cricket
house fly
human bot fly
human flea
Japanese broad-winged katydid
Jerusalem cricket

lantana gall fly
lantana lace bug
lantana seed fly
larch casebearer
large aspen tortrix
large milkweed bug
latrine fly
leaf crumpler
leaf-footed bug
lesser bulb fly
linden looper
little house fly

Madeira roach
maple leaf cutter
maple petiole-borer
maple trumpet skeletonizer
masked hunter
meadow plant bug
Mediterranean fruit fly
melon fly
Mexican fruit fly
Mormon cricket
mossy rose gall

narcissus bulb fly
narrow-winged mantis
negro bug
northeastern sawyer
northern cattle grub
northern masked chafer
northern mole cricket
northern rat flea
nose bot fly

oak lace bug
oak skeletonizer
olive fruit fly
omnivorous leaf tier
one-spot stink bug
onion plant bug
orange-dog
orange tortrix
Oregon fir sawyer
oriental fruit fly
oriental house fly
oriental rat flea

painted beauty
painted-lady
palm leaf skeletonizer
papaya fruit fly
pea leaf miner
pear plant bug
pear psylla
pear-slug
pecan cigar casebearer
pecan leaf casebearer
pecan leaf phylloxera
pecan nut casebearer
pecan phylloxera
periodical cicada
persimmon psylla
phlox plant bug
pigeon fly
pigeon tremex
pine chafer
pine engraver
pipevine swallowtail
pistol casebearer
plum curculio
plum gouger
poplar tent maker
potato psyllid
potato scab gnat
poultry bug
pyramid ant

quince curculio

ragweed plant bug
range crane fly
rapid plant bug
red-admiral
resplendent shield bearer
rhododendron lace bug
rhubarb curculio
rice stink bug
ring-legged earwig
rose chafer
rose curculio
rose root gall
rose-slug
rose stem girdler

saddled prominent
sagebrush defoliator
Say stink bug
screw-worm
secondary screw-worm
sheep bot fly
sheep ked
silverfish
silver-spotted skipper
small milkweed bug
snowy tree cricket
southern buffalo gnat
southern green stink bug
southern masked chafer
southern mole cricket
southern pine sawyer
Spanish-fly
spice-bush swallowtail
spined soldier bug
spotted garden slug
spotted Mediterranean roach
spotted pine sawyer
spotted-wing antlion
squash bug
stable fly
sticktight flea
striped horse fly
Surinam roach
swallow bug
sycamore lace bug

tarnished plant bug
three-cornered alfalfa hopper
throat bot fly
tiger swallowtail
tile-horned prionus
toad bug
tomato psyllid
turkey gnat
twig girdler
twig pruner
two-spotted stink bug
two-striped walkingstick

vagabond crambus
vedalia
vetch bruchid
viceroy
Virginia-creeper sphinx

walkingstick
walnut husk fly
walnut sphinx
waterlily leaf cutter
western chicken flea
western chinch bug
western grape leaf skeletonizer
western hemlock looper
western oak looper
West Indian fruit fly
wheat straw-worm
wheel bug
white-lined sphinx
white-spotted sawyer

yellow woollybear
yucca plant bug

zebra caterpillar

NOTES

9. PUNCTUATION

9.1. Punctuation is a device to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to insure exact interpretation. The MANUAL can only offer general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and be based on sentence structure.

9.2. The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted, and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought. Punctuation should aid in reading and prevent misreading.

Apostrophe

(See "Possessives and apostrophes," pp. 66–67.)

Brace

9.3. The brace is used to show the relation of one line or group of lines to another group of lines. The point of the brace is placed toward the fewer number of lines; or if the number of lines is the same, toward the single group. For examples of braces used in tabular matter, see rule 14.30, page 183.

Supervision of timber sales.	1-hour jobs	District 1	1½ hours' travel------	Sales conducted monthly from May to July.
		District 7		
	2-hour jobs	District 6		
		District 4	1 hour's travel--------	
	3-hour jobs	District 2	2 hours' travel--------	
		District 3		
		District 5		

Brackets

Brackets, in pairs, are used—

9.4. To indicate a correction, a supplied omission, an interpolation, a comment, or a caution that an error is reproduced literally. (For use of parentheses, see rule 9.77, p. 140.)

He came on the 3d [2d] of July.
Our conference [lasted] 2 hours.
The general [Washington] ordered him to leave.
The paper was as follows [reads]:
I do not know. [Continues reading:]
They fooled only themselves. [Laughter.]
Our party will always serve the people [applause] in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)
The WITNESS. He did it that way [indicating].
Q. Do you know these men [handing witness a list]?
The bill had *not* been paid. [Italic added.] *or* [Emphasis added.]
The statue [sic] was on the statute books.
The WITNESS. This matter is classified. [Deleted.]
[Deleted.]
Mr. JONES. Hold up your hands. [Show of hands.]
Answer [after examining list]. Yes; I do.
Q. [Continuing.]
A. [Reads:]
A. [Interrupting.]

9.5. In bills, contracts, etc., to indicate matter that is to be omitted.

9.6. In mathematics, to denote that enclosed matter is to be treated as a unit. (For examples, see p. 176.)

9.7. A single bracket may be used to indicate matter overrun into an adjoining blank space.

[of all.
Till one man's weakness grows the strength

Argentina: [710
Wireless, regulations of_ _ 93, 682, 703,

9.8. When matter in brackets makes more than one paragraph, start each paragraph with a bracket and place the closing bracket at end of last paragraph.

Colon

The colon is used—

9.9. Before a final clause that extends or amplifies preceding matter. (See also rule 9.48, p. 138.)

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

Railroading is not a variety of outdoor sport: it is service.

9.10. To introduce formally any matter which forms a complete sentence, question, or quotation.

The following question came up for discussion: What policy should be adopted?

He said: [if direct quotation of more than a few words follows]. (See also rule 9.48, p. 138.)

There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

9.11. After a salutation.

My Dear Sir:
Ladies and Gentlemen:
To Whom It May Concern:

9.12. In expressing clock time.

2:40 p.m. (use thin colon; if not available, do not use thin space on right of colon)

9.13. After introductory lines in lists, tables, and leaderwork, if subentries follow.

Seward Peninsula:
  Council district:
    Northern Light Mining Co.
    Wild Goose Trading Co.
  Fairhaven district: Alaska Dredging Association (single subitem runs in).
Seward Peninsula: Council district (single subitem runs in):
  Northern Light Mining Co.
  Wild Goose Trading Co.

9.14. In Biblical and other citations (full space after colon).

Luke 4: 3.
I Corinthians xiii: 13.
Journal of Education 3: 342–358.

9.15. In bibliographic references, between place of publication and name of publisher.

Congressional Directory. Washington: U.S. Government Printing Office.

9.15.1. To separate book titles and subtitles.

Financial Aid for College Students: Graduate
Germany Revisited: Education in the Federal Republic

9.16. In imprints before the year (en space each side of colon).

U.S. Government Printing Office
Washington : 1951

9.17. In proportions.

Concrete mixed 5:3:1 (use 9-unit center colons)
but 5–2–1 (when so in copy)

9.18. In double colon as ratio sign.

1:2::3:6 (use 9-unit center colon for single colons; thin colons to make double colon, with thin space each side of double colon)

Comma

The comma is used—

9.19. To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.
Instead of 20, 50 came.
February 10, 1929.
In 1930, 400 men were dismissed.
To John, Smith was very kind.
What the difficulty is, is not known; *but* he suggested that that committee be appointed.

9.20. Before a direct quotation of only a few words following an introductory phrase. (See also rule 9.10, p. 134.)

He said, "Now or never."

9.21. To indicate the omission of a word or words.

Then we had much; now, nothing

9.22. After each of a series of coordinate qualifying words.

short, swift streams; *but* short tributary streams

9.23. Between introductory modifying phrase and subject modified.

Beset by the enemy, they retreated.

9.24. Before and after *Jr.*, *Sr.*, *Esq.*, *Ph. D.*, *F.R.S.*, etc., within a sentence.

Henry Smith, Jr., chairman
Peter Johns, F.R.S., London
Washington, D.C., schools
Motorola, Inc., factory
Brown, A. H., Jr. (*not* Brown, Jr., A. H.)
but John Smith 2d (*or* II)
Mr. Smith, Junior, also spoke (where only last name is used)

9.25. To set off parenthetic words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.
It must be remembered, however, that the Government had no guaranty.
It is obvious, therefore, that this office cannot function.
The atom bomb, which was developed at the Manhattan project, was first used in World War II.
Their high morale might, he suggested, have caused them to put success of the team above the reputation of the college.
The restriction is laid down in title IX, chapter 8, section 15, of the code.

but:

The man who fell [restrictive clause] broke his back.
The dam which gave way [restrictive clause] was poorly constructed.
He therefore gave up the search.

9.26. To set off words or phrases in apposition or in contrast.

Mr. Green, the lawyer, spoke for the defense.
Mr. Jones, attorney for the plaintiff, signed the petition.
Mr. Smith, not Mr. Black, was elected.
James Roosevelt, Democrat, of California.

9.27. After each member within a series of three or more words, phrases, letters, or figures used with *and*, *or*, or *nor*.

red, white, and blue
horses, mules, and cattle
by the bolt, by the yard, or in remnants
a, b, and c
6, 7, and 10
neither snow, rain, nor heat
2 days, 3 hours, and 4 minutes (series); *but* 2 days 3 hours 4 minutes (age)

9.28. Before the conjunction in a compound sentence with an independent clause.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.
The boy went home alone, and his sister remained with the crowd.

9.29. After a noun or phrase in direct address.

Senator, will the measure be defeated?
Mr. Chairman, I will reply to the gentleman later.

9.30. After an interrogative clause, followed by a direct question.

You are sure, are you not? You will go, will you not?

9.31. Between title of person and name of organization in the absence of the words *of* or *of the*. (See also rule 9.44, p. 137.)

Chief, Division of Finance
chairman, Committee on Appropriations
colonel, 7th Cavalry
president, Yale University

9.32. Inside closing quotation mark. (This is not intended to change existing practice in bills and other legislative work.) (See also rules 9.122, p. 145; 9.123, p. 146.)

He said "four," not "five."
"Freedom is an inherent right," he insisted.
Items marked "A," "B," and "C," inclusive, were listed.

9.33. To separate thousands, millions, etc., in numbers of four or more digits. (See also rule 9.38.)

4,230 50,491 1,000,000

9.34. After year in complete dates within sentence.

The reported dates of September 11, 1943, to June 12, 1944, were proved erroneous; *but* production for June 1950 was normal.

9.35. Before ZIP (zone improvement plan) postal-delivery number.

Government Printing Office, Washington, D.C., 20401
Washington, D.C., 20401, is the * * *

The comma is omitted—

9.36. Between month and year in dates.

June 1938; 22d of May 1938; February and March 1938; *but* January, February, and March, 1938; January 24 A.D. 1938; 15th of June A.D. 1938; 150 B.C.; 5 January 1944 (military usage)

9.37. Between the name and number of an organization.

Columbia Typographical Union No. 101
General U. S. Grant Post No. 25

9.38. In built-up fractions, in decimals, and in serial numbers, except patent numbers.

$\frac{1}{2500}$
1.0947
page 2632
Metropolitan 5–9020 (telephone number)
1721–1727 St. Clair Avenue
motor No. 189463
1450 kilocycles; 1100 meters (no comma unless more than four figures; radio only)

9.39. Between superior figures or letters in footnote references.

Numerous instances may be cited.[1] [2]
Data are based on October production.[a] [b]

9.40. Between two nouns one of which identifies the other.

The Children's Bureau's booklet "Infant Care" is a bestseller.

9.41. Before ampersand (&). (For exception, see rule 16.31, p. 215.)

Brown, Wilson & Co.
Mine, Mill & Smelter Workers

9.42. Before a dash.

9.43. In bibliographies, between name of publication and volume or similar number.

American Library Association Bulletin 34: 238, April 1940.

9.44. Wherever possible without danger of ambiguity.

$2 gold
$2.50 U.S. currency
$3.50 Mexican
Executive Order No. 21
General Order No. 12; *but* General Orders, No. 12
Public Law 85–1
My age is 30 years 6 months 12 days
John Lewis 2d (*or* II)
Johnson of Colorado; Johnson of Texas; *but* Lyndon Johnson, of Texas (duplicate names of Senators or Representatives in U.S. Congress)
Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* John Anstruther, of New York; President Hadley, of Yale University
James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

Dash

The em dash is used—

9.45. To mark a sudden break or abrupt change in thought. (See also rule 9.78, p. 141.)

He said—and no one contradicted him—"The battle is lost."
If the bill should pass—which God forbid!—the service will be wrecked.
The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

9.46. To indicate an interruption or an unfinished word or sentence. A 2-em dash will be used when the interruption is by a person other than the speaker and a 1-em dash will show self-interruption.

"Such an idea can scarcely be——"
"The word 'donation'——"
"The word 'dona——' "
He said: "Give me lib——"
The bill reads "repeal," not "am——"
Q. Did you see——A. No, sir.

Mr. Brown (reading):
The report goes on to say that—
Observe this closely—
during the fiscal year * * *.

9.47. Instead of commas or parentheses, if the meaning may thus be clarified.

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

9.48. Before a final clause that summarizes a series of ideas. (See also rule 9.9, p. 134.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

9.49. After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—
  That we accept the rules;
  That we also publish them; and
  That we submit them for review.

9.50. With a preceding question mark, in lieu of a colon.

How can you explain this?—"Fee paid, $5."

9.51. Sometimes, in lieu of opening quotation mark, in French, Spanish, and Italian dialog.

9.52. To precede a credit line or a run-in credit or signature.

Still achieving, still pursuing,
Learn to labor and to wait.
—*Longfellow.*

Every man's work shall be made manifest.—I Corinthians 3: 13.
This statement is open to question.—Gerald H. Forsythe.

9.53. After a run-in sidehead. (For examples, see rule 9.91, p. 142.)

9.54. To separate run-in questions and answers in testimony. (See also rule 18.27, p. 226.)

Q. Did he go?—A. No.

The em dash is not used—

9.55. At the beginning of any line of type, except as indicated in paragraphs 9.51 and 9.52.

9.56. Immediately after a comma, colon, or semicolon.

The en dash is used—

9.57. In a combination of figures, letters, or figures and letters. (An en dash, not a hyphen, is used, even when such terms are adjective modifiers.) (See also rule 6.41.2, p. 75.)

exhibit 6–A
5–20 bonds
DC–14; *but* Convair 340
Public Law 85–1, *but* Public Laws 85–1—85–20 (note em dash between two elements with en dashes)

4–H Club
LK–66–A(2)–74
$15–$20
CBS–TV network
AFL–CIO merger
but ACF-Brill Motors Co.

9.58. In the absence of the word *to* when denoting a period of time. (See also rule 11.9c, p. 166.)

1935–37 January–June Monday–Friday

The en dash is not used—

9.59. For *to* when the word *from* precedes the first of two related figures or expressions. (See also rule 11.9c, p. 166.)

From January 1 to June 30, 1951; *not* from January 1–June 30, 1951.

9.60. For *and* when the word *between* precedes the first of two related figures or expressions.

Between 1923 and 1929; *not* between 1923–29

Ellipsis

9.61. Three asterisks, separated by en quads, are used to denote an ellipsis within a sentence, at the beginning or end of a sentence, or in two or more consecutive sentences (see also rule 9.67). If periods are used instead of asterisks, they are also separated by en quads. To achieve faithful reproduction of excerpt material, editors should indicate placement of terminal period in relation to an ellipsis at the end of a sentence.

He called * * * and left.#* * *#When he returned the * * *.
* * * called * * * and left.#* * * he returned the * * *.
He called * * * and * * *.□When he returned the * * *.
He called * * * and * * * he returned the * * *. (Two or more consecutive sentences, including intervening punctuation)

9.61.1. Three periods may be used to indicate ellipsis; four periods, when sentence is brought to a close.

He called . . . and left.#. . .#When he returned the . . . .
. . . called . . . and left.#. . . he returned the . . . .
He called . . . and . . . .□When he returned the . . . .
He called . . . and . . . he returned the . . . . (Two or more consecutive sentences, including intervening punctuation)

9.62. Neither asterisks nor periods are overrun alone at the end of a paragraph.

9.63. When both asterisks and periods for ellipsis occur in the copy and periods are not specifically requested, use asterisks throughout.

9.64. A line of asterisks (or periods) indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of "stars" means 7 asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, 5 stars are used.

* * * * * * *

. . . .

9.65. Indented matter in 26½-pica or wider measure also requires a 7-star line to indicate the omission of one or more entire paragraphs.

9.66. An extra indention is added in indented matter.

9.67. If an omission occurs in the last part of a paragraph immediately before a line of stars, three stars are used, in addition to the line of stars, to indicate such an omission.

9.68. If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems, 8-point and 6-point being alined with the 10-point asterisks.

9.69. Equalize spacing above and below a line of stars.

Exclamation point

9.70. The exclamation point is used to mark surprise, incredulity, admiration, appeal, or other strong emotion, which may be expressed even in a declarative or interrogative sentence.

He acknowledged the error!
How beautiful!
"Great!" he shouted. (Note omission of comma.)
What!
Who shouted, "All aboard!" (Note omission of question mark.)

9.71. In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.

O my friend, let us consider this subject impartially.
O Lord, save Thy people!

9.72. In exclamations without direct address or appeal, *oh* is used instead of *O*, and the exclamation point is omitted.

Oh, but the gentleman is mistaken.
Oh dear; the time is so short.

Hyphen

The hyphen (a punctuation mark, not an element in the spelling of words) is used—

9.73. To connect the elements of certain compound words. (See "Compound Words," pp. 69–76.)

9.74. To indicate continuation of a word divided at end of a line. (See Word Division, supplement to Style Manual; for brief description of supplement, see p. 2. For foreign languages, see separate foreign languages.)

9.75. Between the letters of a spelled word.

c-e-n-t-s
h-o-l-d-u-p

9.76. To separate elements of chemical formulas. (See rule 6.41.2, p. 75.)

Parentheses

Parentheses are used—

9.77. To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. (For use of brackets, see rule 9.4, p. 133.)

This case (124 U.S. 329) is not relevant.
The result (see fig. 2) is most surprising.
The United States is the principal purchaser (by value) of these exports (23 percent in 1955 and 19 percent in 1956).
(Discussion off the record.)
The Witness (interrupting). It is known * * *.
Mr. Jones (continuing). Now let us take the next item.
Mr. Smith (presiding).
Mr. Jones (interposing).
(The matter referred to is as follows:)
The Chairman (to Mr. Smith).
The Chairman (reading):
Mr. Kelley (to the chairman).
(Objected to.)
(Mr. Smith nods.)
(Mr. Smith aside.)
Mr. Jones (for Mr. Smith).
A Voice From Audience. (Use of caps and small caps in hearings.)
Several Voices. (Use of caps and small caps in hearings.)

9.78. To enclose a parenthetic clause where the interruption is too great to be indicated by commas. (See also rule 9.45, p. 137.)

> You can find it neither in French dictionaries (at any rate, not in Littré) nor in English.

9.79. To enclose an explanatory word not part of the statement.

> the Erie (Pa.) News; *but* the News of Erie, Pa.
> Portland (Oreg.) Chamber of Commerce; *but* Washington, D.C., schools.

9.80. To enclose letters or numbers designating items in a series, either at beginning of paragraphs or within a paragraph.

> The order of delivery will be: (*a*) Food, (*b*) clothing, and (*c*) tents and other housing equipment.
> You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.
> Paragraph 7(B)(1)(*a*) will be found on page 6. (Note parentheses closed up (see rule 2.7, p. 7))

9.81. To enclose a figure inserted to confirm a statement given in words if double form is specifically requested. (See also rule 11.18, p. 169.)

> This contract shall be completed in sixty (60) days.

9.82. A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

> The specimen exhibits both phases (pl. 14, *A*, *B*).
> The individual cavities show great variation. (See pl. 4.)

9.83. If a sentence contains more than one parenthetic reference, the one at the end is placed before the period.

> This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

9.84. When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

> 15(*a*). Classes, grades, and sizes.
> 15*a*. Classes, grades, and sizes.

9.85. If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis; if the figure is not repeated before each letter in parentheses but is used only before the first, the period is placed after the figure.

15(*a*). When the figure is used before the letter in each paragraph—
15(*b*). The period is placed after the closing parenthesis.
15. (*a*) When the figure is used before letter in first paragraph but not repeated with subsequent letters—
(*b*) The period is used after the figure only.

9.85.1. Note position of period relative to closing parenthesis:

> The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).
> The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).
> The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

9.85.2. To enclose bylines in congressional work.

(By Sylvia Porter)

9.86. When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at end of last paragraph.

Period

The period is used—

9.87. After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.
He was employed by Sampson & Co.
Do not be late.
On with the dance.

9.88. After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.
May we hear from you.
May we ask prompt payment.

9.89. In place of parentheses after a letter or number denoting a series.

a. Bread well baked.
b. Meat cooked rare.
c. Cubed apples stewed.

1. Punctuate freely.
2. Compound sparingly.
3. Index thoroughly.

9.90. Sometimes to indicate ellipsis. (See rule 9.61.1, p. 139.)

9.91. After a run-in sidehead.

Conditional subjunctive.—The conditional subjunctive is required for all unreal and doubtful conditions.

2. Peacetime preparation.—*a.* The Chairman of the National Security Resources Board, etc.

2. *Peacetime preparation—Industrial mobilization plans.*—The Chairman of the National Security Resources Board, etc.

2. Peacetime preparation.—*Industrial mobilization.*—The Chairman of the National Security Resources Board, etc.

62. *Determination of types.—a. Statement of characteristics.*—Before types of equipment, etc.

Steps in planning for procurement.—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

62. *Determination of types.*—(*a*) *Statement of characteristics.*—Before types of, etc.

DETERMINATION OF TYPES.—Statement of characteristics.—Before types of, etc.

Note.—The source material was furnished.

but Source: Department of Commerce, Bureau of the Census.

9.91.1. Paragraphs and subparagraphs may be arranged according to the scheme below. The sequence is not fixed, and variations, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. (Roman numeral)
A.
1.
a.
(1)
(*a*)
(i) (lowercase Roman numeral)
(*aa*)

9.92. To separate integers from decimals in a single expression.

3.75 percent $3.50 1.25 meters

9.93. In continental European languages, to indicate thousands.

1.317 72.190.175

9.94. After abbreviations, unless otherwise specified. (See "Abbreviations," p. 149.)

gal.	NE.	m. (meter)
qt.	N.Y.	kc. (kilocycle)

9.95. After legends and explanatory matter beneath illustrations. However, legends without descriptive language do not require periods.

FIGURE 1.—Schematic drawing.
FIGURE 1.—Continued.
but FIGURE 1 (no period)

9.96. Rarely, to indicate multiplication. (The multiplication sign is preferable for this purpose.)

$a.b$ $(a\times b)$

9.97. After *Article 1, Section 1,* etc., at beginning of paragraphs. A period and en space are used after such terms.

The period is omitted—

9.98. After—

Lines in title pages.
Center, side, and running heads.
Continued lines.
Boxheads of tables.
Scientific, chemical, or other symbols.

This rule does not apply to abbreviation periods.

9.99. After a quotation mark that is preceded by a period. (See also rule 9.123, p. 146.)

He said, "Now or never."

9.100. After letters used as names without specific designation.

A said to B that all is well.
Mr. A told Mr. B that the case was closed.
but Mr. A. (for Mr. Andrews). I do not want to go.
Mr. K. (for Mr. King). The meeting is adjourned.

9.101. After a middle initial which is merely a letter and not an abbreviation of a name.

Daniel D Tompkins Ross T McIntire

9.102. After a short name which is not an abbreviation of the longer form. (See also rule 10.20, p. 151.)

Alex Ed Sam

9.103. After Roman numerals used as ordinals.

George V

9.104. After words and incomplete statements listed in columns. Full-measure matter is not to be regarded as a column.

9.105. After explanatory matter set in 6-point under leaders or rules.

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(Name)	(Address)	(Position)

9.106. Immediately before leaders, even if an abbreviation precedes the leaders.

Question mark

The question mark is used—

9.107. To indicate a direct query, even if not in the form of a question.

Did he do it?
He did what?
Can the money be raised? is the question.
Who asked, "Why?" (Note single question mark)

9.108. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

9.109. To express doubt.

He said the boy was 8(?) feet tall. (No space before question mark)
The statue(?) was on the statute books.

Quotation marks

Quotation marks are used—

9.110. To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is "No."
He said, "John said 'No.' "
"John," said Henry, "why do you go?"

9.111. To enclose any matter following the terms *entitled, the word, the term, marked, endorsed,* or *signed;* but are not used to enclose expressions following the terms *known as, called, so-called,* etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An act * * *."
After the word "treaty", insert a comma.
Of what does the item "Miscellaneous debts" consist?
The column "Imports from foreign countries" was not * * *.
The document will be marked "Exhibit No. 21"; *but* The document may be made exhibit No. 2.
The check was endorsed "John Adamson."
It was signed "John."
Beryllium is known as glucinium in some European countries.
It was called profit and loss.
The so-called investigating body.

9.112. To enclose titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports (not annual reports), songs, subheadings, subjects, and themes. All principal words are to be capitalized. (See also rule 3.51, p. 29.)

An address on "Uranium 235 in the Atomic Age"
The article, "Germany Revisited," appeared in the last issue
"The Conquest of Mexico," a published work (book)
Under the caption "Long-Term Treasurys Rise"
The subject was discussed in "Courtwork" (chapter heading)
It will be found in "Part XI: Early Thought"
The editorial "Haphazard Budgeting"
"Compensation," by Emerson (essay)
"United States To Appoint Representative to U.N." (heading or headline)
In "Search for Paradise" (motion picture); "South Pacific" (play)
A paper on "Constant-Pressure Combustion" was read

"O Captain! My Captain!" (short poem)
The report "Atomic Energy: What It Means to the Nation"; *but* annual report of the Public Printer
This was followed by the singing of "The Star-Spangled Banner"
Under the subhead, "Sixty Days of Turmoil," will be found * * *
The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy"
also Account 5, "Management fees."
Under the heading "Management and operation."
Under the appropriation "Building of ships, Navy."

9.113. If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indention, and the quotation marks should be cleared. Poems are centered on the longest line.

"Rest is not quitting
The busy career;
Rest is the fitting
Of self to one's sphere.

"'Tis the brook's motion,
Clear without strife,
Fleeing to ocean
After its life."
—*John Sullivan Dwight.*

9.114. At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.

9.114.1. To enclose a letter or other communication, which bears both date and signature, within a letter. (See rule 9.118.)

9.115. To give greater emphasis to a word or a phrase. (For better typographical appearance and legibility, such use of quotation marks should be kept to a minimum.)

9.116. To enclose misnomers, slang expressions, sobriquets, or ordinary words used in an arbitrary way. (See also rule 6.25, p. 72.)

He voted for the "lameduck" amendment.
His report was "bunk."
It was a "gentlemen's agreement."
The "invisible government" is responsible.
George Herman "Babe" Ruth.

9.117. Quotation marks will not be borne off from adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which cases a thin space will be used. A thin space will also be used to separate double and single quotation marks.

Quotation marks are not used—

9.118. To enclose complete letters having date and signature.

9.119. To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

9.120. In indirect quotations.

Tell her yes.
He could not say no.

9.121. Before a display initial which begins a quoted paragraph.

9.122. The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted. (See rule 9.32, p. 136.)

Ruth said, "I think so."
"The President," he said, "will veto the bill."
The trainman shouted, "All aboard!"
Who asked, "Why?"
The President suggests that "an early occasion be sought * * *."
Why call it a "gentlemen's agreement"?

9.123. In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".
To be inserted immediately after the words "cadets, U.S. Coast Guard;".
Change "February 1, 1951", to "June 30, 1951".
"Insert in lieu thereof 'July 1, 1953,'."

9.124. When occurring together, quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified."[1]
His exact words were: "The facts in the case prove otherwise."[2]

9.125. Quotation marks should be limited, if possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?' "

Semicolon

The semicolon is used—

9.126. To separate clauses containing commas. (See also rule 9.129.)

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.
Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.
Yes, sir; he did see it.
No, sir; I do not recall.

9.127. To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.
No; we received one-third.
It is true in peace; it is true in war.
War is destructive; peace, constructive.

9.128. To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.
There were involved three metal producers; namely, Jones & Laughlin, Armco, and Kennecott.

9.129. The semicolon is to be avoided where a comma will suffice.

Regional offices are located in New York, N.Y., Chicago, Ill., and Dallas, Tex.

Single punctuation

9.130. Single punctuation is used wherever possible without ambiguity.

> 124 U.S. 321 (no comma)
> SIR: (no dash)
> Joseph replied, "It is a worthwhile effort." (no outside period)

Type

9.131. Parentheses, brackets, and superior reference figures are always set in roman, not in italic. All other punctuation marks match the type of the words which they adjoin. A lightface dash is used after a run-in boldface sidehead followed by lightface matter. In boldface matter, punctuation, parentheses, brackets, dashes, shilling marks, and fractions are all set in boldface, if available. (See rule 12.15, p. 174.)

NOTES

10. ABBREVIATIONS

(See also Foreign Languages; Numerals; Symbols)

10.1. Abbreviations are used to save space and to avoid distracting the mind of the reader by a needless spelling out of repetitious words or phrases.

10.2. The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Cut-in sideheads, legends, tables of contents, and indexes follow the style of the text.

10.3. Some scientific, technical, and industrial groups have adopted definite forms of abbreviations in their specialized fields. These forms, which omit internal and terminal punctuation, are acceptable for use in publications falling within the respective classes. In such cases, abbreviations are to be marked "Follow." This does not apply to such common abbreviations as in., No., ft. b.m., ft.-c., ft.-lb., etc., even when used in a technical connotation.

10.4. Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

10.5. Abbreviations of measure should be used only with figures; similarly, many other abbreviations should not appear in isolation; for example, energy is measured in foot-pounds, *not* energy is measured in ft.-lb.

Capitals, hyphens, periods, and spacing

10.6. In general, an abbreviation follows the capitalization and hyphening of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c.o.d.   ft.-lb.   St.

10.7. Abbreviations with points are set without spaces. However, initials as part of a personal name, or abbreviations composed of contractions and initials or numbers, will retain space.

U.S.
U.S.S.R.
U.N.
U.S.C. (*but* Rev. Stat.)
N.Y. (*but* N. Mex.)
r.p.m. (*but* ft. b.m.)
B.S., LL.D. (*but* Ph. D., B. Sc.)
H.R. 116 (*but* S. 116, S. Con. Res. 116)
C.A.D.C. (*but* App. D.C.)
A. B. Secrest, D.D.S.
A.F. of L.-CIO (*or* AFL–CIO preferred)
A.T. & T.
Texas A. & M.
R. & D.
A.D., B.C.
e.s.t.
i.e., e.g. (*but* op. cit.)
N.Y., N.H. & H. RR.; B. & O.

10.7.1. Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. (See rule 10.44, p. 155.)

MIT
NLRB
TVA
AFL–CIO
ARC
ASTM
but A.F. of L.-CIO
A.T. & T.
U.N.

Geographic terms

10.8. *U.S.* (for United States) will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; covers and title pages (unless abbreviation is requested); and in association with name or names of other countries.

U.S. Government
U.S. Congress
U.S. Senate
U.S. Treasury
U.S. Department of Agriculture
U.S. Department of Health, Education, and Welfare
U.S. district court
U.S. Supreme Court (*but* Supreme Court of the United States)
U.S. Army (*but* Army of the United States)
U.S. monitor *Nantucket*
U.S.S. *Brooklyn* (note abbreviation for ship)
U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.
but British, French, and United States Governments; United States-British talks

10.8.1. With the exceptions in the above rule, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.[1]

U.S. foreign policy
U.S. farm-support program
U.S. dollars
U.S. economy
U.S. attorney
U.S. attitude
but Foreign policy of the United States
Farm-support program of the United States
The United States is dedicated to peace
United States Code (official title)
United States Steel Corp. (legal title)

10.9. The names of foreign countries, except U.S.S.R. (to avoid too long a name), are not abbreviated.

10.10. In other than formal usage, States of the United States (except Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Utah) and Canal Zone, Puerto Rico, and Virgin Islands are abbreviated immediately following any capitalized geographic term (see p. 43), including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Richmond, Va.
Anne Arundel County, Md.
Mount Rainier National Forest, Wash.
Stone Mountain, Ga.
National Naval Medical Center, Bethesda, Md.
Arlington National Cemetery, Va.
Aberdeen Proving Ground, Md.
Friendship Airport, Md.
Redstone Arsenal, Ala.
but Leavenworth freight yards, Kansas
Altoona sidetrack, Wisconsin

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[1] The adjectival use of *U.S.* received careful and serious consideration. The adoption of this form recognizes current usage and word-treatment trends. It extends the fluidity of the language without burdening the text or lowering the dignity of the U.S. Government in its printing. Also, Government editors overwhelmingly endorsed this usage. The exceptions laid down in rule 10.8 are deemed sufficiently broad to avoid objection.

10.11. Approved forms of abbreviations:

Ala.
Ariz.
Ark.
Calif.
Colo.
Conn.
C.Z.
D.C.
Del.
Fla.
Ga.
Ill.
Ind.
Kans.
Ky.
La.
Mass.
Md.
Mich.
Minn.
Miss.
Mo.
Mont.
N.C.
N. Dak.
Nebr.
Nev.
N.H.
N.J.
N. Mex.
N.Y.
Okla.
Oreg.
Pa.
P.R.
R.I.
S.C.
S. Dak.
Tenn.
Tex.
Va.
V.I.
Vt.
Wash.
Wis.
W. Va.
Wyo.

10.12. The names of other insular possessions, trust territories, and *Long Island*, *Staten Island*, etc., are not abbreviated.

10.12.1. The names of Canadian Provinces and other foreign political subdivisions are not abbreviated.

Addresses

(For use of numerals in addresses, see rule 11.12, p. 168.)

10.13. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated in footnotes, sidenotes, tables, and leaderwork.

10.14. In addresses, the abbreviations *NW.*, *SW.*, *NE.*, *SE.*, indicating sectional divisions of cities, are used, but *North*, *South*, *East*, and *West* are spelled out at all times.

10.15. The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, and leaderwork.

14th Street Bridge
Ninth Avenue Building

10.16. The words *county*, *fort*, *mount*, *point*, and *port* are not abbreviated.

Descriptions of tracts of land

10.17. In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE¼NW¼ sec. 4, T. 12 S., R. 15 E., of the Boise meridian
lot 6, NE¼ sec. 4, T. 6 N., R. 1 W.
N½ sec. 20, T. 7 N., R. 2 W., sixth principal meridian
Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.
T. 2 S., Rs. 8, 9, and 10 E., sec. 26
T. 3 S., R. 1 E., sec. 34, W½E½, W½, and W½SE¼SE¼
sec. 32 (with or without a township number)

10.18. If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

south half of T. 47 N., R. 64 E.

10.19. In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

Names and titles

10.20. The following forms are not always abbreviations, and copy should be followed as to periods:

Al
Alex
Ben
Ed
Fred
Sam
Will

10.21. In signatures the form used by the signer must be retained.

George Wythe
Geo. Taylor

10.22. In company and other formal names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. *Association* and *Manufacturing* are not abbreviated.

Smith & Bro.
Jones Bros. & Co.
American Telephone & Telegraph Co.
Hough Shade Corp.
Vic Sport Shop, Inc.
Maryland Steamship Co., Ltd.
Chesapeake & Delaware Canal
Fairmount Building & Loan Association
Electronics Manufacturing Co.
Texas College of Arts & Industries
National Barrel & Drum Association
Robert Wilson & Associates, Inc.
U.S. News & World Report
Baltimore & Ohio Railroad
Mine, Mill & Smelter Workers
Radio Corp. of America
Aluminum Co. of America
Standard Oil Co. of New Jersey
but Little Theater Company
Department of Health, Education, and Welfare
Senate Banking and Currency Committee
Federal Savings and Loan Insurance Corporation (Federal unit)

10.23. *Company* and *Corporation* are not abbreviated in names of Federal Government units.

Panama Railroad Company
Commodity Credit Corporation

10.24. In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp." *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times. (See rule 12.5, p. 173.)

10.25. In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan
Currier and Ives

10.26. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian name or initial; but *Mr.*, *Mrs.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without Christian name or initial.

Adj.
Adj. Gen.
Adm. (admiral)
A1c. (airman, first class)
Asst. Surg.
Brig. Gen.
Bvt. (brevet)
Capt.
Col.
Comdr.
Cpl.
CWO (chief warrant officer)
Ens.
1st Lt.
1st Sgt.
Gen.
Gov.
Hosp. Sgt.
Hosp. Steward
Insp. Gen.
Judge Adv. Gen.
Lt.
Lt. Col.
Lt. Comdr.
Lt. Gen.
Lt. Gov.
Lt. (jg.)
Maj.
Maj. Gen.
M. Sgt.
Orderly Sgt.
Ord. Sgt. (ordnance sergeant)
Passed Asst. Surg.
Pfc. (private, first class)
PO (petty officer)
Prof.
Pvt.
Q.M. Gen.
Q.M. Sgt.
Rear Adm.
S1c. (seaman, first class)
2d Lt.
Sfc. (sergeant, first class)
Sgt.
Sp3c. (specialist, third class)
S. Sgt.
Supt.
Surg.
Surg. Gen.
T2g. (technician, second grade)
T. Sgt.
Vice Adm.
WO (warrant officer)
WO (jg.)

10.27. The titles *Senator*, *Representative*, *commodore*, and *commandant* are not abbreviated.

10.28. Unless preceded by *the*, abbreviate *honorable, reverend,* and *monsignor* when followed by the first name, the initials, or the title.

> Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root
> Rev. Allen A. Stockdale; the Reverend Dr. Stockdale; Rev. Dr. Stockdale (*not* Rev. Stockdale, *nor* the Reverend Stockdale)
> Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman
> Very Rev. Henry Boyd; the Very Reverend Henry Boyd
> Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

10.29. The following and similar abbreviations are used after a name:

> Esq., Jr., Sr.
> 2d, 3d (*or* II, III) (not preceded by comma)
> Degrees: LL.D., M.A., Ph. D., etc.
> Fellowships, orders, etc.: F.R.S., K.C.B., etc.

10.30. The abbreviation *Esq.*, not generally used in the United States, and the other complimentary titles, such as *Mr.*, *Mrs.*, and *Dr.*, should not appear in combination with any other title or with abbreviations indicating scholastic degrees.

> John L. Smith, Esq., *not* Mr. John L. Smith, Esq., *nor* John L. Smith, Esq., A.M.; *but* James A. Jones, Jr., Esq.
> Ford Maddox, A.B., Ph. D., *not* Mr. Ford Maddox, A.B., Ph. D.
> George Gray, M.D., *not* Mr. George Gray, M.D., *nor* Dr. George Gray, M.D.

10.31. *Sr.* and *Jr.* should not be used without Christian name or initials, but may be used in combination with any title. (See also rule 9.24, p. 135.)

> A. K. Jones, Jr., *not* Jones, Jr., *nor* Mr. Jones, Jr.
> President J. B. Nelson, Jr.

10.32. When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

> Henry L. Brown, D.D., A.M., D. Lit.
> T. E. Holt, C.S.C., S.T. Lr., LL.D., Ph. D.

10.32.1. Academic degrees standing alone may be abbreviated.

> John was graduated with a B.A. degree; *but* bachelor of arts degree (lowercase if spelled out).
> He earned his Ph. D. by hard work.

10.33. In addresses, signatures, and lists of names, including leaderwork but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 17.3, p. 217.)

Parts of publications

10.34. For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

app., apps. (appendix, appendixes)
art., arts. (article, articles)
bull., bulls. (bulletin, bulletins)
ch., chs. (chapter, chapters)
col., cols. (column, columns)
ed., eds. (edition, editions)
fig., figs. (figure, figures)
No., Nos. (number, numbers)
p., pp. (page, pages)
par., pars. (paragraph, paragraphs)
pl., pls. (plate, plates)
pt., pts. (part, parts)
sec., secs. (section, sections)
subch., subchs. (subchapter, subchapters)
subpar., subpars. (subparagraph, subparagraphs)
subsec., subsecs. (subsection, subsections)
supp., supps. (supplement, supplements)
vol., vols. (volume, volumes)

10.35. The word *article* or *section* at the beginning of a paragraph is abbreviated and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

Art. 2; Sec. 2; etc.; *but* Article 1; Section 1
Art. II; Sec. II; etc.; *but* Article I; Section I

10.36. At the beginning of a legend, the word *Figure* preceding the legend number is not abbreviated.

Figure 4.—Landscape.

Terms relating to Congress

10.37. For the words *Congress* and *session* in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, the following abbreviations are used:

82d Cong., 1st sess.
1st sess., 82d Cong.
Public Law 64, 74th Cong.
Private Law 64, 86th Cong.

10.38. In references to bills, resolutions, documents, and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)
S. 116 (Senate bill)
H. Res. 5 (House resolution)
H. Con. Res. 10 (House concurrent resolution)
H.J. Res. 21 (House joint resolution)
S. Res. 50 (Senate resolution)
S. Con. Res. 17 (Senate concurrent resolution)
S.J. Res. 45 (Senate joint resolution)
H. Doc. 35 (House document)
S. Doc. 62 (Senate document)
H. Rept. 214 (House report)
S. Rept. 410 (Senate report)
Ex. Doc. B (Executive document)
Ex. F (79th Cong., 2d sess.)
Ex. Rept. 9 (79th Cong., 1st sess.)
Misc. Doc. 16 (miscellaneous document)
Public Res. 47

10.39. References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated as follows (see also rule 18.33, p. 227):

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801
Supp. Rev. Stat. (Supplement to the Revised Statutes)
Stat. L. (Statutes at Large)
but Public Law 85–1

Calendar divisions

10.40. Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, and sidenotes, and in bibliographies. (See examples, rule 10.41.) *May*, *June*, and *July* are always spelled out. Preferred forms follow:

Jan.
Feb.
Mar.
Apr.
Aug.
Sept.
Oct.
Nov.
Dec.

10.41. In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 1925)
(Congressional Record, Dec. 15, 1950)
[From the New York Times, Mar. 4, 1958]
[From the Mar. 4 issue]
On Jan. 25 (we had commenced on Dec. 26, 1957) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)
On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 1925). (Text, but with citation in parentheses)
but On January 25 (we had commenced on December 26, 1957) the work was finished. (Not a citation or reference in text)

10.42. In narrow columns of tables, the names of months may be abbreviated even if standing alone.

10.43. The names of days of the week are preferably not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.
Mon.
Tues.
Wed.
Thurs.
Fri.
Sat.

Standard abbreviations. (See also "Coined words and symbols," rule 10.44.1, p. 162.)

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 431–434; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 375–476.)

10.44. If abbreviations are required, use these forms:

a., ampere; are
A., angstrom
AA, antiaircraft
AAA, antiaircraft artillery
A.B. or B.A., bachelor of arts
abbr., abbreviation
ABC, atomic, biological, and chemical
abs., absolute; abstract
a.c., alternating current
acct., account
ACTH, adrenocorticotropic hormone
A.D. (anno Domini), in the year of our Lord
Adj., adjutant
Adj. Gen., Adjutant General
Adm., admiral
AEC, Atomic Energy Commission
AEF, American Expeditionary Forces
AF, audiofrequency
AFB, and similar military symbols (with name), Air Force Base
A1c., airman, first class
AFL–CIO, American Federation of Labor and Congress of Industrial Organizations
AID, Agency for International Development (formerly ICA)
a.k.a., also known as
Ala., Alabama
A.L.R., American Law Reports
AM (no periods), amplitude modulation
A.M. (anno mundi), in the year of the world
A.M. or M.A., master of arts
a.m. (ante meridiem), before noon
A.M.C., American Maritime Cases
Am. Dec., American Decisions
AMG, Allied Military Government
Am. Repts., American Reports
AMVETS, American Veterans of World War II; Amvet(s) (individual)
antilog (no period), antilogarithm
API, American Petroleum Institute
APO (no periods), Army post office
app., apps., appendix, appendixes
App. D.C., District of Columbia Appeal Cases
App. Div., Appellate Division
APPR, Army package power reactor
approx., approximately
Apr., April
ARC, American Red Cross
Ariz., Arizona
Ark., Arkansas
ARPA, Advanced Research Projects Agency
art., article
ASME, American Society of Mechanical Engineers
A.S.N., Army service number
Asst. Surg., assistant surgeon
A.s.t., Atlantic standard time
ASTM, American Society for Testing Materials
A.t., Atlantic time
Atl., Atlantic Reporter; A. (2d), Atlantic Reporter, second series
atm., atmosphere

at. wt., atomic weight
Aug., August
AUS, Army of the United States
avdp., avoirdupois
Ave., avenue
a.w.l., absent with leave
a.w.o.l., absent without official leave
B., Baumé
BAE, Bureau of Agricultural Economics
bbl., barrel
B.C., before Christ
BCG (bacillus Calmette-Guérin), antituberculosis vaccine
bd. ft., board foot
BDSA, Business and Defense Services Administration
BEC, Bureau of Employees' Compensation
Bev., billion electron volts
bf., boldface
b. hp., brake horsepower
BIS, Bank for International Settlements
Blatch. Pr. Cas., Blatchford's Prize Cases
Bldg., building
B. Lit(t). or Lit(t). B., bachelor of literature
BLS, Bureau of Labor Statistics
Blvd., boulevard
b.m., board measure
b.o., buyer's option
b.p., boiling point
b.p.d., barrels per day
Brig. Gen., brigadier general
B.S. or B. Sc., bachelor of science
B.t.u., British thermal unit
bu., bushel
bull., bulletin
Bvt., brevet
C., Celsius[1] (also centigrade)
c., cycle (kc. only); curie
¢, c., ct., cent(s)
ca. (circa), about; centiare
CAB, Civil Aeronautics Board
Calif., California
c. and s.c., caps and small caps
Capt., captain
CARE, Cooperative for American Remittances to Europe
c.b.d., cash before delivery
cc., cubic centimeter
C.C.A., Circuit Court of Appeals
CCC, Commodity Credit Corporation
C. Cls., Court of Claims
C. Cls. R., Court of Claims Reports
C.C.P.A., Court of Customs and Patent Appeals
CCR, Commission on Civil Rights
cd.-ft., cord-foot
C.E., Common Era
CEA, Council of Economic Advisers
cf. (confer), compare
c.f.m., cubic feet per minute
CFR, Code of Federal Regulations
CFR Supp., Code of Federal Regulations Supplement
c.f.s., cubic feet per second
cg., centigram
ch., chapter
c.-h., candle-hour
CIA, Central Intelligence Agency
CIC, Counterintelligence Corps
c.i.f., cost, insurance, and freight
C.J. (corpus juris), body of law; Chief Justice
cl., centiliter
c.m., circular mil (wire measure)
cm., centimeter
cm.^{2}, square centimeter
cm.^{3}, cubic centimeter
CO, commanding officer
Co., company
c.o.d., cash on delivery
Col., colonel
col., column
Colo., Colorado
Comdr., commander
Comp. Dec., Comptroller's Decisions (Treasury)
Comp. Gen., Comptroller General Decisions
con., continued
conelrad, control of electromagnetic radiation (civil defense)
Conn., Connecticut
Corp., corporation
cos (no period), cosine
cosh (no period), hyperbolic cosine
cot (no period), cotangent
coth (no period), hyperbolic cotangent
cp., candlepower
c.p., chemically pure
CPA, certified public accountant
CPI, Consumer Price Index
Cpl., corporal
c.p.m., cycles per minute
c.p.s., cycles per second
Cr., Cranch (U.S. Supreme Court Reports)
cr., credit; creditor
CRP, C-reactive protein
csc (no period), cosecant
csch (no period), hyperbolic cosecant
CSS, Commodity Stabilization Service
c.s.t., central standard time
Ct., court
c.t., central time
cu. ft., cubic foot
cu. in. or in.^{3}, cubic inch
CWO, chief warrant officer
cwt., hundredweight
C.Z., Canal Zone
d., dyne; pence
Dall., Dallas (U.S. Supreme Court Reports)
DAR, Daughters of the American Revolution
DATA, Defense Air Transportation Administration
db (no period), decibel
d.b.a., doing business as
d.b.h., diameter at breast height

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[1] Preferred form approved by Ninth General Conference on Weights and Measures, October 1948.

d.c., direct current
D.C., District of Columbia
D.D., doctor of divinity
D.D.S., doctor of dental surgery
DDT, dichlorodiphenyltrichloroethane
Dec., December
Del., Delaware
DEW, distant early warning (DEW line)
dg., decigram
Dist. Ct., District Court
dkg., dekagram
dkl., dekaliter
dkm., dekameter
dkm.^{2}, square dekameter
dkm.^{3}, cubic dekameter
dl., deciliter
DLF, Development Loan Fund
D. Lit(t). or Lit(t). D., doctor of literature
dm., decimeter
dm.^{2}, square decimeter
dm.^{3}, cubic decimeter
DMB, Defense Mobilization Board
do. (ditto), the same
dol., $, dollar
doz., dozen
DP (no periods), displaced person
D.P.H., doctor of public health
D.P. Hy., doctor of public hygiene
dr., debit; debtor; dram
Dr., doctor; drive
DV, distinguished visitor (Air Force) (see also VIP)
D.V.M., doctor of veterinary medicine
d.w.t., deadweight tons
dwt., pennyweight
E., east
e., erg
Ecosoc, Economic and Social Council
e.d.t., eastern daylight time
ed., eds., edition, editions
EEE, eastern equine encephalitis
e.g. (exempli gratia), for example
EHF (no periods), extremely high frequency
8°, octavo
e.m.f., electromotive force
Ens., ensign
e.o.m., end of month
ERP, European recovery program
e.s.t., eastern standard time
e.s.u., electrostatic unit
e.t., eastern time
et al. (et alii), and others
etc. (et cetera), and so forth
Euratom, European Atomic Energy Community
Ex. Doc. (with letter), executive document
F., Fahrenheit
f., farad
f., ff., and following page (pages)
FAA, Federal Aviation Agency
FAO, Food and Agriculture Organization
f.a.s., free alongside ship
FAS, Foreign Agricultural Service
FCA, Farm Credit Administration
FCC, Federal Communications Commission
FDA, Food and Drug Administration
FDIC, Federal Deposit Insurance Corporation
Feb., February
Fed., Federal Reporter; F. (2d), Federal Reporter, second series
FHA, Federal Housing Administration; Farmers Home Administration
FHLBB, Federal Home Loan Bank Board
FICA, Federal Insurance Contributions Act
fig., figure
1st Lt., first lieutenant
1st Sgt., first sergeant
Fla., Florida
FM (no periods), frequency modulation
FMB, Federal Maritime Board
FMCS, Federal Mediation and Conciliation Service
FNMA, Federal National Mortgage Association (Fannie Mae)
f°, folio
f.o.b., free on board
4°, quarto
FPC, Federal Power Commission
FPIS, forward propagation ionospheric scatter
f.p.m., feet per minute
FPO (no periods), fleet post office
f.p.s., feet per second; frames per second
FPV, free piston vessel
F.R., Federal Register
Fri., Friday
F.R.S., Fellow of the Royal Society
FRS, Federal Reserve System
FS, Forest Service
FSA, Federal Security Agency
F. Supp., Federal Supplement
ft., foot
ft. b.m., feet board measure
ft.-c., foot-candle
FTC, Federal Trade Commission
ft.-l., foot-lambert
ft.-lb., foot-pound
g., gram; gravity
Ga., Georgia
gal., gallon
GAO, General Accounting Office
GAR, Grand Army of the Republic
GARIOA, Government and Relief in Occupied Areas
GAW, guaranteed annual wage
GCA (no periods), ground control approach
g.c.d., greatest common divisor
GCI (no periods), ground control intercept
G.c.t., Greenwich civil time
Gen., general
GI, general issue; Government issue
G.m.a.t., Greenwich mean astronomical time
G.M. & S., general, medical, and surgical

G.m.t., Greenwich mean time
GNP, gross national product
Gov., governor
g.p.m., gallons per minute
g.p.s., gallons per second
gr., grain; gross
gr. wt., gross weight
GSA, General Services Administration
GTS, gas turbine ship
h., henry
ha., hectare
H.C., House of Commons
h.c.f., highest common factor
H. Con. Res. (with number), House concurrent resolution
H. Doc. (with number), House document
HE (no periods), high explosive
HEW, Department of Health, Education, and Welfare
HF (no periods), high frequency
hg., hectogram
HHFA, Housing and Home Finance Agency
H.J. Res. (with number), House joint resolution
H.L., House of Lords
hl., hectoliter
hm., hectometer
hm.^{2}, square hectometer
hm.^{3}, cubic hectometer
Hosp. Sgt., hospital sergeant
Hosp. Steward, hospital steward
How., Howard (U.S. Supreme Court Reports)
hp., horsepower
hp.-hr., horsepower-hour
H.R. (with number), House bill
hr., hour
H. Rept. (with number), House report
H. Res. (with number), House resolution
IADB, Inter-American Defense Board
IAEA, International Atomic Energy Agency
ibid. (ibidem), in the same place
ICBM, intercontinental ballistic missile
ICC, Interstate Commerce Commission
id. (idem), the same
IDA, International Development Association
i.e. (id est), that is
IF (no periods), intermediate frequency
IFC, International Finance Corporation
IFF (no periods), identification, friend or foe
i. hp., indicated horsepower
Ill., Illinois
ILO, International Labor Organization
IMCO, Intergovernmental Maritime Consultative Organization
in., inch
Inc., incorporated
Ind., Indiana
in.-lb., inch-pound
Insp. Gen., Inspector General
I O U (spaces, no periods), I owe you
IQ, intelligence quotient
IRAC, Interdepartment Radio Advisory Committee
IRBM, intermediate range ballistic missile
IRE, Institute of Radio Engineers
IRO, International Refugee Organization
IRS, Internal Revenue Service
ITO, International Trade Organization
ITU, International Telecommunication Union; International Typographical Union
j., joule
Jan., January
jato (no periods), jet-assisted takeoff
J.D. (jurum doctor), doctor of laws
jg., junior grade
Jr., junior
Judge Adv. Gen., Judge Advocate General
K., Kelvin
Kans., Kansas
kc., kilocycle
K.C.B., Knight Commander of the Bath
Kev., kilo electron volts
kg., kilogram
kl., kiloliter
km., kilometer
km.^{2}, square kilometer
km.^{3}, cubic kilometer
kt., carat; kiloton
kv., kilovolt
kv.-a., kilovolt-ampere
kw., kilowatt
kw.-hr., kilowatt-hour
Ky., Kentucky
l., liter
La., Louisiana
lat., latitude
lb., pound
lb. ap., pound, apothecary's
lb. av., pound, avoirdupois
lc., lowercase
l.c.l., less-than-carload lot
l.c.m., least common multiple
L. Ed., Lawyer's edition (U.S. Supreme Court Reports)
lf., lightface
LF (no periods), low frequency
LL.B., bachelor of laws
LL.D., doctor of laws
loc. cit. (loco citato), in the place cited
log (no period), logarithm
long., longitude
loran (no periods), long-range navigation
lox (no periods), liquid oxygen
LPG, liquefied petroleum gas
L.S. (locus sigilli), place of the seal
l.s.t., local standard time
l.t., local time
Lt., lieutenant
Lt. Col., lieutenant colonel
Lt. Comdr., lieutenant commander
Ltd., limited
Lt. Gen., lieutenant general
Lt. Gov., lieutenant governor

Lt. (jg.), lieutenant (junior grade)
l.w.l., load waterline
l.w.m., low watermark
M., monsieur; MM., messieurs
m., meter; (meridies), noon
M (no period), thousand
M, more
ma., milliampere
m.^{2}, square meter
m.^{3}, cubic meter
MA, Maritime Administration
m.a.f., moisture and ash free (coal)
MAG, Military Advisory Group
Maj., major
Maj. Gen., major general
Mar., March
Mass., Massachusetts
MATS, Military Air Transport Service
mb., millibar
M b.m., thousand (feet) board measure
mc., megacycle
M (no period) c.f., thousand cubic feet
M.D., doctor of medicine
Md., Maryland
MDAP, mutual defense assistance program
memo (no period), memorandum
meq., milliequivalent
Mev., million electron volts
MF (no periods), medium frequency
mf., millifarad
mg., milligram
mG, milligauss
mh., millihenry
Mich., Michigan
min., minute
Minn., Minnesota
Misc. Doc. (with number), miscellaneous document
Miss., Mississippi
ml., milliliter
Mlle., mademoiselle
mm., millimeter
mm.^{2}, square millimeter
mm.^{3}, cubic millimeter
Mme., madame
Mmes., mesdames
m.m.f., magnetomotive force
mmfd., micromicrofarad
Mo., Missouri
mo., month
mol. wt., molecular weight
Mon., Monday
Mont., Montana
MOS, military occupational specialty
M.P., Member of Parliament
MP (no periods), military police
m.p., melting point
m.p.h., miles per hour
Mr., mister
Mrs., mistress
ms., megasecond
M.S., master of science
MS, motorship
MS., MSS., manuscript, manuscripts
msec., millisecond
Msgr., monsignor
M. Sgt., master sergeant
m.s.l., mean sea level
m.s.t., mountain standard time
mt., megaton
m.t., mountain time
MV, motor vessel
mμ, millimicron
μ, micron
μa., microampere
μf., microfarad (one-millionth of a farad)
μg., microgram
μsec., microsecond
μv., microvolt
μw., microwatt
μ^2, square micron
μ^3, cubic micron
μμ, micromicron (one-millionth of a micron)
μμf., micromicrofarad (one-millionth of a millionth part)
mya., myriare
myg., myriagram
myl., myrialiter
mym., myriameter
N., north
N, normal
NAC, national agency check
NASA, National Aeronautics and Space Administration
NATO, North Atlantic Treaty Organization
NBS, National Bureau of Standards
N.C., North Carolina
N. Dak., North Dakota
NE., northeast
Nebr., Nebraska
n.e.c., not elsewhere classified
n.e.s., not elsewhere specified
Nev., Nevada
N.F., National Formulary
n.-f.e., nitrogen-free extract
N.H., New Hampshire
N.J., New Jersey
n.l., natural log or logarithm
NLRB, National Labor Relations Board
N. Mex., New Mexico
No., Nos., number, numbers
n.o.i.b.n., not otherwise indexed by name
n.o.p., not otherwise provided (for)
n.o.s., not otherwise specified
Nov., November
NOVS, National Office of Vital Statistics
NS, nuclear ship
NSA, National Shipping Authority
NSC, National Security Council
NSF, National Science Foundation
n.s.p.f., not specifically provided for
NW., northwest
N.Y., New York
OASI, old-age and survivors insurance
OCD, Office of Civil Defense
Oct., October
OD, officer of the day
o.d., olive drab
OEP, Office of Emergency Planning
OIT, Office of International Trade

OK, OK'd, OK'ing, OK's
Okla., Oklahoma
Op. Atty. Gen., Opinions of the Attorney General
op. cit. (opere citato), in the work cited
Orderly Sgt., orderly sergeant
Ord. Sgt., ordnance sergeant
Oreg., Oregon
OSD, Office of the Secretary of Defense
OTC, Organization for Trade Cooperation
oz., ounce
p., pp., page, pages
Pa., Pennsylvania
PA (no periods), public-address system
Pac., Pacific Reporter; P. (2d), Pacific Reporter, second series
par., paragraph
Passed Asst. Surg., passed assistant surgeon
PBS, Public Buildings Service
pct., percent
Pet., Peters (U.S. Supreme Court Reports)
pF, water energy (p, logarithm; F, frequency)
Pfc., private, first class
Ph, phenyl
pH, hydrogen-ion concentration
ph., phase
PHA, Public Housing Administration
Phar. D., doctor of pharmacy
Ph. B. or B. Ph., bachelor of philosophy
Ph. D. or D. Ph., doctor of philosophy
Ph. G., graduate in pharmacy
PHS, Public Health Service
pk., peck
Pl., place
pl., plate; plural
p.m. (post meridiem), afternoon
PO, petty officer
p.o.d., pay on delivery
p.o.r., pay on return
POW (no periods), prisoner of war
PP (no periods), pellagra preventive (factor)
PPI (no periods), plan position indicator
p.p.i., policy proof of interest
p.p.m., parts per million
p.q., previous question
P.R., Puerto Rico
Private Res. (with number), private resolution
Prof., professor
pro tem (pro tempore), temporarily
P.S. (post scriptum), postscript
p.s.f., pounds per square foot
p.s.i., pounds per square inch
p.s.i.a., pounds per square inch absolute
p.s.i.g., pounds per square inch gage
P.s.t., Pacific standard time
P.t., Pacific time
pt., part; pint
PTA (no periods), parent-teachers' association
p.t.o., please turn over
Public Res. (with number), public resolution
Pvt., private
PX (no periods), post exchange
q., qq., question, questions
ql., quintal
Q.M. Gen., Quartermaster General
Q.M. Sgt., quartermaster sergeant
qt., quart
R., Reaumur
racon (no period), radar beacon
radar (no period), radio detection and ranging
Rand Corp. (research and development)
R. & D., research and development
rato, rocket-assisted takeoff
RB, Renegotiation Board
Rd., road
RDB, Research and Development Board
REA, Rural Electrification Administration
Rear Adm., rear admiral
r.e.p., roentgen equivalent physical
Rev., reverend
Rev. Stat., Revised Statutes
RF (no periods), radiofrequency
R.F.D., rural free delivery
Rh, Rhesus (blood factor)
R.I., Rhode Island
r.m.s., root mean square
ROP, run of paper
ROTC, Reserve Officers' Training Corps
r.p.m., revolutions per minute
r.p.s., revolutions per second
RR., railroad
RRB, Railroad Retirement Board
Rt. Rev., right reverend
Ry., railway
s., shilling
S., south; Senate bill (with number)
SAC, Strategic Air Command
SACEUR, Supreme Allied Commander Europe
SAE, Society of Automotive Engineers
SAGE, semiautomatic ground environment
s. and s.c., sized and supercalendered
SAR, Sons of the American Revolution
Sat., Saturday
SBA, Small Business Administration
sc. (scilicet), namely (see also ss)
s.c., sized and calendered; small caps
S.C., South Carolina
SCAP, Supreme Commander for the Allied Powers (Japan)
S. Con. Res. (with number), Senate concurrent resolution
s.d. (sine die), without date
S. Dak., South Dakota
S. Doc. (with number), Senate document
SE., southeast
SEATO, Southeast Asia Treaty Organization
SEC, Securities and Exchange Commission
sec., second; section
sec (no period), secant

sec.-ft., second-foot
sech (no period), hyperbolic secant
2d, 3d, second, third
2d Lt., second lieutenant
S1c., seaman. first class
Sept., September
ser., series
Sf, Svedberg flotation
Sfc., sergeant, first class
Sgt., sergeant
SHAPE, Supreme Headquarters Allied Powers (Europe)
SHF (no periods), superhigh frequency
shoran (no period), short range (radio)
s. hp., shaft horsepower
sic (no period), thus
sin (no period), sine
sinh (no period), hyperbolic sine
S.J. Res. (with number), Senate joint resolution
s.o., seller's option
sofar (no period), sound fixing and ranging
sonar (no period), sound, navigation and ranging
SOP, standard operating procedure
S O S (spaces, no periods), wireless distress signal
s.p. (sine prole), without issue
SP (no periods), shore patrol
SPAR, Coast Guard Women's Reserve
sp. gr., specific gravity
Sp3c., specialist, third class
Sq., square (street)
sq. in. or in.^{2}, square inch
Sr., senior
S. Rept. (with number), Senate report
S. Res. (with number), Senate resolution
SS, steamship
ss (no period) (scilicet), namely (in law) (see also sc.)
SSA, Social Security Administration
S.S.F., standard Saybolt furol
S. Sgt., staff sergeant
SSS, Selective Service System
S.S.U., standard Saybolt universal
St., Ste., SS., Saint, Sainte, Saints
St., street
Stat., Statutes at Large
std. c.f., standard cubic foot (feet)
subch., subchapter
subpar., subparagraph
subsec., subsection
Sun., Sunday
SUNFED, Special United Nations Fund for Economic Development
Sup. Ct., Supreme Court Reporter
supp., supplement
Supp. Rev. Stat., Supplement to the Revised Statutes
Supt., superintendent
Surg., surgeon
Surg. Gen., Surgeon General
S.U.S., Saybolt universal second(s)
SW., southwest
S.W. (2d), Southwestern Reporter, second series
T., Tps., township. townships
tan (no period), tangent
tanh (no period), hyperbolic tangent
TB (no periods), tuberculosis
tbsp., tablespoonful
T.D., Treasury Decisions
TDN, total digestible nutrients
Tenn., Tennessee
Ter., terrace
Tex., Texas
Thurs., Thursday
t.l.o., total loss only
t.m., true mean
TNT (no periods), trinitrotoluol
T2g., technician, second grade
T. Sgt., technical sergeant
tsp., teaspoonful
Tues., Tuesday
TV, television
TVA, Tennessee Valley Authority
Twad., Twaddell
2,4-D, insecticide
uc., uppercase
UHF (no periods), ultrahigh frequency
UMTS, Universal Military Training Service (or System)
U.N., United Nations
UNESCO, United Nations Educational, Scientific, and Cultural Organization
UNICEF, United Nations Children's Fund
URA, Urban Renewal Administration
U.S., U.S. Supreme Court Reports
U.S.A., United States of America
USA, U.S. Army
USAF, U.S. Air Force
USAREUR, U.S. Army, Europe
U.S.C., United States Code
U.S.C.A., United States Code Annotated
U.S.C. Supp., United States Code Supplement
USCG, U.S. Coast Guard
USES, U.S. Employment Service
U.S. 40, U.S. No. 40, U.S. Highway No. 40
USIA, U.S. Information Agency
USMC, U.S. Marine Corps
USN, U.S. Navy
USNR, U.S. Naval Reserve
U.S.P., United States Pharmacopoeia
U.S.S., U.S. Senate; U.S. ship
U.S.S.R., Union of Soviet Socialist Republics
u.t., universal time
v., volt
v. or vs. (versus), against
Va., Virginia
VA, Veterans' Administration
VAR, visual-aural range
VHF (no periods), very high frequency
V.I., Virgin Islands
Vice Adm., vice admiral
VIP (no periods), very important person (see also DV)
viz (no period) (videlicet), namely
VLF (no periods), very low frequency
vol., volume
Vt., Vermont
W., west

w., watt
WAC, Women's Army Corps; a Wac
w.a.e., when actually employed
WAF, Women in the Air Force; a Waf
Wall., Wallace (U.S. Supreme Court Reports)
Wash., Washington
WAVES, women accepted for volunteer emergency service; a Wave
Wed., Wednesday
wf (no periods), wrong font
Wheat., Wheaton (U.S. Supreme Court Reports)
WHO, World Health Organization
w.-hr., watt-hour
w.i., when issued
Wis., Wisconsin
WMAL, WRC, etc., radio stations
WO, warrant officer
WO (jg.), warrant officer (junior grade)
w.o.c., without compensation
W. Va., West Virginia
Wyo., Wyoming
Yale L.J., Yale Law Journal
yd., yard
yr., year

Coined words and symbols

10.44.1. To obtain uniform treatment in the formation of coined words and symbols, the following formula, which conforms to current usage, will be applied:

When only first letter of each word is used to make up symbol, use all caps:
APPR (Army package power reactor)
MAG (Military Advisory Group)

When proper names are used in shortened form any word of which uses more than first letter of each word, use caps and lowercase:
Pepco (Potomac Electric Power Co.)
Inco (International Nickel Co.)
Aramco (Arabian-American Oil Co.)

In common-noun combinations made up of more than first letter of lowercased words, use lowercase:
loran (*lo*ng-*ra*nge *n*avigation)
sonar (*so*und *na*vigation *r*anging)

10.45. The words *infra* and *supra* are not abbreviated.

10.46. Even in commercial correspondence do not abbreviate *instant*, *proximo*, and *ultimo*.

Terms of measure

10.47. Compass directions are abbreviated as follows:

N. E. S. W. 10° N. 25° W.
NE. SW. NNW. ESE. NW. by N. ¼ W.

10.48. The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33′05″ N. long. 13°21′10″ E.

10.49. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

10.50. Temperature and gravity are expressed in figures and the degree mark is used. Note the following abbreviations:

C.,[1] Celsius[2] (also centigrade)
F., Fahrenheit
R., Reaumur
K., Kelvin
abs., absolute
B., Baumé
API, American Petroleum Institute
Twad., Twaddell
32° F.[1]
273.1° K.
18° API

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[1] Without figures preceding it, ° *C.* or ° *F.* (note space) should be used only in boxheads and over figure columns in tables.

[2] See footnote 1 on p. 156.

10.51. References to meridian in statements of time are abbreviated as follows:

10 a.m.
2:30 p.m. (use thin colon)
12 m. (noon)
12 p.m. (midnight)

10.52. The word *o'clock* is not used with abbreviations of time. (See rule 11.9b, p. 166.)

10.53. Metric abbreviations are set in lowercase, the same form being used for both singular and plural. The preferred abbreviation for *cubic centimeter* is *cc.;* use *cm.*^{3} only when requested.

Prefixes and their meaning

m.	milli = one-thousandth (0.001)
c.	centi = one-hundredth (0.01)
d.	deci = one-tenth (0.1)
	[The unit equals 1]
dk.	deka = ten (10)
h.	hecto = one hundred (100)
k.	kilo = one thousand (1,000)

Metric units

m.	meter (for length)
g.	gram (for weight or mass)
l.	liter (for capacity)

Length

mym.	myriameter
km.	kilometer
hm.	hectometer
dkm.	dekameter
m.	meter
dm.	decimeter
cm.	centimeter
mm.	millimeter
μ	micron (0.001 mm.)
mμ	millimicron

Area

mya.	myriare
km.^{2}	square kilometer
hm.^{2}	square hectometer
dkm.^{2}	square dekameter
m.^{2}	square meter
dm.^{2}	square decimeter
cm.^{2}	square centimeter
mm.^{2}	square millimeter
μ^{2}	square micron

Volume

km.^{3}	cubic kilometer
hm.^{3}	cubic hectometer
dkm.^{3}	cubic dekameter
m.^{3}	cubic meter
dm.^{3}	cubic decimeter
cm.^{3}	cubic centimeter
mm.^{3}	cubic millimeter
μ^{3}	cubic micron

Weight

myg.	myriagram
kg.	kilogram
hg.	hectogram
dkg.	dekagram
g.	gram
dg.	decigram
cg.	centigram
mg.	milligram
μg.	microgram

Land area

ha.	hectare
a.	are
ca.	centiare

Capacity of containers

myl.	myrialiter
kl.	kiloliter
hl.	hectoliter
dkl.	dekaliter
l.	liter
dl.	deciliter
cl.	centiliter
ml.	milliliter

10.54. A similar plan of abbreviation applies to any unit based on the metric system.

a.	ampere
A.	angstrom
c.	cycle (kc. only)
d.	dyne
e.	erg
f.	farad
h.	henry
j.	joule
mc.	megacycle

mho (not abbreviated)	
ohm (not abbreviated)	
v.	volt
w.	watt
kc.	kilocycle
kv.	kilovolt
kv.-a.	kilovolt-ampere
kw.	kilowatt
mf.	millifarad

mh.	millihenry
μf.	microfarad (one-millionth of a farad)
$\mu\mu$	micromicron (one-millionth of a micron)
$\mu\mu$f.	micromicrofarad (one-millionth of a millionth)

10.55. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

Length

in., inch
ft., foot
yd., yard
mile(s), not abbreviated

Area and volume

sq. in., in.^{2}, square inch
cu. in., in.^{3}, cubic inch
sq. mile(s), square mile(s)
cu. ft., cubic foot

Time

yr., year
mo., month
day, not abbreviated
hr., hour
min., minute
sec., second

Weight

gr., grain
dr., dram
oz., ounce
lb., pound
cwt., hundredweight
dwt., pennyweight
ton(s), not abbreviated

Capacity

gill(s), not abbreviated
pt., pint
qt., quart
gal., gallon
pk., peck
bu., bushel
bbl., barrel

10.56. In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy. (See also "Clock time," rule 11.9b, p. 166.)

$2\overset{M}{.}3$ $5^{h}3^{m}9^{s}$ 4.5^{h}

Money

10.57. The following are some of the abbreviations and symbols used for indicating money:

$, dol. (dollar)
c., ct., ¢ (cent, cents)
T£175 (Turkish)
US$15,000
Mex$2,650

₱ (peso)
£ (pound)
s. (shilling)
d. (pence)
£12 16s. 8d. (*not* 12/16/8)

Use "US$" if omission, in relatively rare instances, would result in confusion.

(For the abbreviations of other terms indicating foreign money, see p. 244.)

NOTES

11. NUMERALS

(See also Tabular Work; Leaderwork)

11.1. Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons numbers are spelled out in indicated instances.

11.2. The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

11.3. Arabic numerals are generally preferable to Roman numerals.

NUMBERS EXPRESSED IN FIGURES

11.4. A figure is used for a single number of *10* or more within a sentence. (See also rules 11.9, 11.24.)

50 ballots
10 guns
24 horses
nearly 10 miles
about 40 men
10 times as large

Numbers and numbers in series

11.5. Figures are used in a group of two or more numbers, or for related numbers, any one of which is *10* or more. The sentence will be regarded as a unit for the use of figures.

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.
but Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956.
but Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.
but That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.
but Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 men. (See rule 11.22, p. 170.)
There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by nine men.
Only 4 companies in the metals group appear on the list, whereas the 1947 census shows at least 4,400 establishments.
but If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.
At the hearing, only one Senator and one Congressman testified.
There are four or five things which can be done.

11.6. A unit of measurement, time, or quantity (as defined in rule 11.9), which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.
Each of the 15 girls earned 75 cents an hour.
A team of four men ran the 1-mile relay in 3 minutes 20 seconds.
This usually requires from two to five washes and a total time of 2 to 4 hours.
This usually requires 9 to 12 washes and a total time of 2 to 4 hours.
The contractor, one engineer, and one surveyor inspected the 1-mile road.
but There were two 6-room houses, three 4-room houses, and four 2-room cottages, and they were built by nine men in thirty 5-day weeks. (See rule 11.22, p. 170.)

11.7. Figures are used for serial numbers.

Bulletin 725
Document 71
pages 352–357
lines 5 and 6
paragraph 1
chapter 2
290 U.S. 325
Genesis 39: 20 (full space after colon)
Metropolitan 5–9020 (telephone number)
the year 1931
1721–1727 St. Clair Avenue
but Letters Patent No. 2,189,463

11.8. A colon preceding figures does not affect their use.

The result was as follows: 12 voted yea, 4 dissented.
The result was as follows: nine voted yea, four dissented.

Measurement, time, and quantity

11.9. Units of measurement, time, and quantity are expressed in figures.

a. Age:
6 years old
52 years 10 months 6 days
a 3-year-old

b. Clock time (see also Time):
4:30 p.m. (use thin colon)
10 o'clock *or* 10 p.m. (*not* 10 o'clock p.m.; 2 p.m. in the afternoon; 10:00 p.m.); 12 m. (noon); 12 p.m. (midnight)
half past 4
$4^{h}30^{m}$ *or* 4.5^{h}, in scientific work, if so written in copy
0025, 2359 (astronomical and military time)

c. Dates:
June 1935; June 29, 1935 (*not* June, 1935, *nor* June 29th, 1935)
March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)
May, June, and July, 1935 (*but* June and July 1935)
15 April 1951 (military)
the 2d (*or* 3d) instant
4th of July (*but* Fourth of July, meaning the holiday)
the 1st [day] of the month (*but* the last of April or the first of May, not referring to specific days)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1906–38, 1931–32, 1801–2, 1875–79 are used (*but* 1895–1914, 1900–1901); for two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A.D.* precedes the year (A.D. 937); *B.C.* follows the year (254 B.C.).

d. Decimals: In text a cipher should be supplied before a decimal point if there is no unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch; 1.25 inches
silver 0.900 fine
specific gravity 0.9547
gage height 10.0 feet
but .30 caliber (meaning 0.30 inch, bore of small arms); 30 calibers (length)

e. Degrees, etc. (spaces omitted):

longitude 77°04′06″ E.
latitude 49°26′14″ N.
35°30′; 35°30′ N.
a polariscopic test of 85°
45.5° to 49.5° below zero
an angle of 57°
strike N. 16° E.
dip 47° W. *or* 47° N. 31° W.
gravity 16.6° B.
25.5′ (preferred); *also* 25′.5 *or* $25\overset{\prime}{.}5$, as in copy
but two degrees of justice; 12 degrees of freedom

f. Market quotations:

4½-percent bonds
Treasury bonds sell at 95
Metropolitan Railroad, 109
gold is 109
wheat at 2.30
sugar, .03; *not* 0.03

g. Mathematical expressions:

multiplied by 3
divided by 6

h. Measurements:

7 meters
about 10 yards
8 by 12 inches
8- by 12-inch page
2 feet by 1 foot 8 inches by 1 foot 3 inches
1½ miles
6 acres
9 bushels
1 gallon
3 ems
20/20 (vision)
60μ
2,500 horsepower
15 cubic yards
6-pounder
80 foot-pounds
10s (for yarns and threads)
but tenpenny nail; fourfold; three-ply; five votes; six bales (see also rule 11.23)

i. Money:

$3.65; $0.75; 75 cents; 0.5 cent
$3 (*not* $3.00) per 200 pounds
75 cents apiece
Rs.32,25,644 (Indian rupees)
2.5 francs *or* fr.2.5
£2 4s. 6d.
T£175
65 yen
₱265

j. Percentage:

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)
3.65 bonds; 3.65s; 5–20 bonds; 5–20s; 4½s; 3s (see also rule 5.28, p. 67)
50–50 (colloquial expression)
5 percentage points

k. Proportion:

1 to 4
1:62,500 (equal space each side of colon)
1–3–5

l. Time (see also Clock time):

6 hours 8 minutes 20 seconds
10 years 3 months 29 days
8 days
7 minutes
1 month
but four centuries; three decades; three quarters (9 months)
Statistics of any one year
In a year or two

m. Unit modifiers:

5-day week
8-year-old wine
8-hour day
10-foot pole
½-inch pipe
5-foot-wide entrance
10-million-peso loan
a 5-percent increase
20th-century progress
but two-story house
five-man board
$20 million airfield

Ordinal numbers

11.10. Except as indicated in rule 11.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times.

Military units are expressed in figures at all times, except *Corps*. (For ordinals in addresses, see rule 11.12.)

29th of May, *but* May 29
First Congress; 82d Congress
ninth century; 20th century
Second Congressional District; 20th Congressional District
seventh region; 17th region
eighth parallel; 38th parallel
fifth ward; 12th ward
ninth birthday; 66th birthday
2d Infantry Division
323d Fighter Wing
77th Regiment
9th Naval District
7th Fleet
7th Air Force
7th Task Force

but XII Corps (Army usage)
Court of Appeals for the Tenth Circuit
Seventeenth Decennial Census (title)

11.11. When ordinals appear in juxtaposition, and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 82d Congress.
He served in the 9th and 10th Congresses.
From the 1st to the 82d Congress.
He represented the 1st, 4th, and 13th wards.
We read the 8th and 12th chapters.
but The district comprised the first and second precincts.
He represented the first, third, and fourth regions.

11.11.1. Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 11.4, 11.5, 11.10, 11.11, 11.24.)

The fourth group contained three items.
The fourth group contained 12 items.
The 8th and 10th groups contained three and four items, respectively.
The eighth and ninth groups contained 9 and 12 items, respectively.

11.12. Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc., but in tables, leaderwork, footnotes, and sidenotes, figures are used at all times, and *street*, *avenue*, etc., are abbreviated. (See also rule 10.13, p. 151.)

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue

Fractions

(For spelled-out fractions, see rule 11.28, p. 171.)

11.13. Piece and em fractions (¼, ½, ¾, ⅜, ⅝, ⅞, $\frac{1}{2954}$) are used in text, but the shilling mark with full-sized figures (1/4, 1/2954) may be used if specially requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

11.14. Fractions are used in a unit modifier.

½-inch pipe; *not* one-half-inch pipe ¼-mile run ⅞-point rise

Punctuation

11.15. The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

Chemical formulas

11.16. In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol. (See also rules 6.41.2, p. 75; 13.17, p. 177.)

$6PbS.(Ag,Cu)_2S.2As_2S_3O_4$

NUMBERS SPELLED OUT

11.17. Numerals are spelled out at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures.

Five years ago * * *; *not* 5 years ago * * *
Five hundred and fifty men are employed * * *; *not* 550 men are employed * * *
"Five-Year Plan Announced"; *not* "5-Year Plan Announced" (head)
Although 1965 may seem far off, it * * *; *not* 1965 may seem far off, it * * *
Government employees numbering 207,843 * * *; *not* 207,843 Government employees * * *
Benefits amounting to $69,603,566 * * *; *not* $69,603,566 worth of benefits * * *

11.17.1. In testimony, hearings, transcripts, and Q. and A. matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 1958), sums of money, decimals, street numbers, and for numerical expressions beginning with *101*.

Mr. Smith. 1957 was a good year.
Mr. Jones. $1 per share was the return. Two dollars in 1956 was the alltime high. Nineteen hundred and fifty-eight may be another story.
Mr. Jones. 92 cents.
Mr. Smith. 12.8 percent.
Mr. Jones. 1240 Pennsylvania Avenue.
Mr. Smith. Ninety-eight persons.
Q. 101 years? *But* Q. One hundred years?
A. 200 years.
Mr. Smith. Ten-year average would be how much?

11.18. A spelled-out number should not be repeated in figures, except in legal documents. In such instances these forms will be observed:

five (5) dollars, *not* five dollars (5)
ten dollars ($10), *not* ten ($10) dollars

11.19. Numbers mentioned in connection with serious and dignified subjects and in formal writing are spelled out.

the Thirteen Original States
in the year nineteen hundred and forty-four
the Seventy-eighth Congress
millions for defense but not one cent for tribute

11.20. Numbers expressing time, money, or measurement separated from their unit descriptions by more than 2 words are spelled out if under *10*.

two and more separate years
whether five or any number of years
but 5 successive years
4 calendar years
6 hard-earned dollars
5 up to 10 dollars

11.21. Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty
one thousand eight hundred and fifty
one hundred and fifty-two thousand three hundred and five
eighteen hundred and fifty (serial number)

11.22. Numbers of less than *100* preceding a compound modifier containing a figure are spelled out.

two ¾-inch boards
twelve 6-inch guns
three 4-room houses
but 120 8-inch boards

11.23. Indefinite expressions are spelled out.

the early seventies; *but* the 1870's
a thousand and one reasons
between two and three hundred horses[1]
midthirties
in the eighties, *not* the '80's *nor* 80's
twelvefold; fortyfold; hundredfold
but 1 to 3 million
mid-1951
40-odd people; nine-odd people
40-plus people
100-odd people
250-fold; 2.5-fold; 41-fold

The words *nearly*, *about*, *around*, *approximately*, etc., do not constitute indefinite expressions.

11.24. Except as indicated in rule 11.9 (p. 166), a single number less than *10* is spelled out within a sentence. (See also rules 11.4, 11.5.)

six horses
five wells
eight times as large
but 3½ cans
2½ times *or* 2.5 times

11.25. For typographic appearance and easy grasp of large numbers beginning with *million*, the word *million* or *billion* is used.

The following are guides to treatment of figures as submitted in copy.

If copy reads—

$12,000,000, *change to* $12 million
2,750,000,000 dollars, *change to* $2,750 million
2.7 million dollars, *change to* $2.7 million
2⅜ million dollars, *change to* $2⅜ million
two and one-half million dollars, *change to* $2½ million
but $2,700,000, *do not change to* $2.7 million

also $10 to $20 million; 10 or 20 million; between 10 and 20 million
4 millions of assets
amounting to 4 millions
$1,270,000
$1,270,200,000
$2¾ billion; $2.75 billion; $2,750 million
$500,000 to $1 million
300,000; *not* 300 thousand
$½ billion to $1¼ billion; $1¼ to $1½ billion
three-quarters of a billion dollars

11.26. Related numbers close together at the beginning of a sentence are treated alike.

Fifty or sixty miles away is snowclad Mount McKinley.

11.27. Round numbers are spelled out.

a hundred cows
a thousand dollars
a million and a half
two thousand million dollars
less than a million dollars

---

[1] Better: Between 200 and 300 horses.

11.28. Fractions standing alone, or if followed by *of a* or *of an,* are generally spelled out. (See also rule 11.14, p. 168.)

three-fourths of an inch; *not* ¾ inch *nor* ¾ of an inch
one-half inch
one-half of a farm; *not* ½ of a farm
one-fourth inch
or, if copy so reads:
  three-quarters of an inch
  half an inch
  a quarter of an inch

one-tenth
one-hundredth
two one-hundredths
one-thousandth
five one-thousandths
thirty-five one-thousandths
but ½ to 1¾ pages
  ½-inch pipe
  ½-inch-diameter pipe
  3½ cans; 2½ times

ROMAN NUMERALS

11.29. A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

I	1	XXIX	29	LXXV	75	DC	600
II	2	XXX	30	LXXIX	79	DCC	700
III	3	XXXV	35	LXXX	80	DCCC	800
IV	4	XXXIX	39	LXXXV	85	CM	900
V	5	XL	40	LXXXIX	89	M	1,000
VI	6	XLV	45	XC	90	MD	1,500
VII	7	XLIX	49	XCV	95	MM	2,000
VIII	8	L	50	XCIX	99	MMM	3,000
IX	9	LV	55	C	100	MMMM or M$\overline{V}$	4,000
X	10	LIX	59	CL	150	$\overline{V}$	5,000
XV	15	LX	60	CC	200	$\overline{M}$	1,000,000
XIX	19	LXV	65	CCC	300		
XX	20	LXIX	69	CD	400		
XXV	25	LXX	70	D	500		

Dates

MDC	1600	MCMX	1910	MCML	1950
MDCC	1700	MCMXX	1920	MCMLX	1960
MDCCC	1800	MCMXXX	1930		
MCM or MDCCCC	1900	MCMXL	1940		

NOTES

12. ITALIC

(See also Courtwork; Symbols; Datelines, Addresses, and Signatures)

12.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose, and its use in general work should be restricted as indicated.

Emphasis, foreign words, titles of publications

12.2. Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

12.3. In nonlegal work, *ante, post, infra,* and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id., ibid., op. cit., et seq.,* and other foreign words, phrases, and their abbreviations, are printed in roman. (See also rule 18.29, p. 226.)

12.4. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

12.4.1. When copy is submitted with instructions to set "all roman (no italic)," these instructions will not apply to *Ordered, Resolved, Be it enacted,* etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

Names of vessels and aircraft

12.5. The names of vessels and aircraft are italicized unless otherwise indicated; in lists set in columns and in stubs and reading columns of tables consisting entirely of names of vessels or aircraft, they will be set in roman.

SS *America;* the liner *America*
the *Friendship*
the Bermuda *Clipper*
U.S.S. *Nautilus* (submarine)
U.S.S. *Wisconsin*
ex-U.S.S. *Savannah*
USCGS (U.S. Coast and Geodetic Survey) ship *Pathfinder*
USCG (U.S. Coast Guard) cutter *Thetus;* CG cutter *Thetus*
the *U–7*
destroyer *31*
H.M.S. *Hornet*
MS (motorship) *Richard*
FPV (free piston vessel) *James*
GTS (gas turbine ship) *Alexander*
NS (nuclear ship) *Savannah*
MV (motor vessel) *Havtroll*
Forrestal (proposed name of vessel)
the *Missouri*'s (roman "s") turret
the *U–7*'s (roman "s") deck
West Virginia class or type
but B–50 (type of plane)
LST–1155
DD–822

12.6. Names of vessels are quoted in matter printed in other than lowercase roman.

Sinking of the "Lusitania"
SINKING OF THE "LUSITANIA"
Sinking of the "Lusitania"
SINKING OF THE "LUSITANIA"

Names of legal cases. (See rule 18.33, p. 227.)

12.7. The names of legal cases are italicized, except the *v.* When requested, the names of such cases may be set in roman with italic *v.*

"The Hornet" and "The Hood," 124 F. (2d) 45
Smith v. *Brown et al.*
Smith Bros. case (172 App. Div. 149)
Smith Bros. case, *supra*
Smith Bros. case
As cited in *Smith Bros.*
John Doe v. *Richard Roe*
but John Doe against Richard Roe
the Cement case
SMITH *v.* BROWN ET AL. (heading)
SMITH v. BROWN ET AL. (heading)

Scientific names

12.8. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized, but are set in roman in italic matter; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

Tsuga canadensis
Cypripedium parviflorum var. *pubescens*
the genera *Quercus* and *Liriodendron*
the family Leguminosae
Measurements of specimens of Cyanoderma erythroptera neocara

12.9. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or boldface, even if there is italic type available in the series.

Words and letters

12.10. The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p.* —, *Continued from p.* —, and *See* and *see also* (in indexes and tables of contents only).

Resolved, That (resolution)
Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That
[*To be continued*] (centered; no period)
[*Continued from p. 3*] (centered; no period)
see also Mechanical data (index entry)

12.11. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized, but in italic matter roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman. (See also rules 6.41.2, p. 75, and 13.8, p. 175.)

nth degree; x dollars

$$D \div 0.025 V_m^{2.7} = \frac{0.042}{G-1} V_m^{2.7}$$

$$5\mathrm{Cu_2S.2(Cu,Fe,Zn)S.2Sb_2S_3O_4}$$

12.12. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

12.13. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.

12.14. Letters (*a*), (*b*), (*c*), etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs are italicized in general work but not in laws and other legal documents.

12.15. Parentheses, brackets, and superior reference figures adjoining italicized words are always set in roman. In italic matter, a mark of punctuation immediately following a roman parenthesis or bracket is also set in roman. Other punctuation marks match the type of the words they adjoin. (See also rule 9.131, p. 147.)

NOTES

13. SIGNS AND SYMBOLS

13.1. The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

13.2. Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9); letter symbols (the letters of the alphabet, a, b, c, d, etc.); and graphic symbols (the mathematical signs +, −, ±, ×, ÷).

13.3. The Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

13.4. The signs +, −, ±, ×, and ÷, etc., are closed against accompanying figures and symbols. When the × is used to indicate "crossed with" (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

i–viii+1–288 pages
The equation $A+B$
The result is 4×4
20,000±5,000
Early June × Bright (crossed with)
× 4 (magnification)

Symbols with figures

13.5. The degree mark is always used in lieu of the word *degree* following a figure denoting measurement.

13.6. Any symbol that is set close up to figures, such as the degree mark, Greek mu, dollar mark, or commercial *c* (°, μ, $, ¢), is used before or after each figure in a group or series.

45° to 65° F., *not* 45 to 65° F.
30μ and 50μ
$5 to $8 price range
5′–7′ long, *not* 5–7′ long
3¢ to 5¢ (no spaces)
±2 to ±7; 2°±1°; 3 ohms ±1
but § 12 (thin space)
from 15 to 25 percent

Letter symbols

13.7. Letter symbols are set in italics without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning. However, a few symbols are set in roman if so indicated in copy.

Equations

13.8. In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

13.9. If an equation or a mathematical expression needs to be divided, break before +, −, =, etc. However, the equal sign is to clear on the left of other beginning mathematical signs. (See example (6), p. 176.)

13.10. A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.

13.11. An equation too long for one line is set flush on the left, the second half of the equation is set flush on the right, and the two parts are balanced as nearly as possible.

13.12. Two or more equations in series are alined on the equal signs and centered on the longest equation in the group.

13.13. Connecting words of explanation, such as *hence, therefore,* and *similarly,* are set flush either on the same line with the equation or on a separate line.

13.14. If a built-up fraction occurs in one part of an equation, all other fractions in that line must be built up.

13.15. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

13.16. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are alined on left.

$$\sqrt{\Phi}=\sum_{k=0}^{m}\epsilon_k(A_k\cos k\psi+B_k\sin k\psi) \tag{1}$$

$$\frac{e}{e_0}=\frac{1}{\sqrt{\left[1-(f/f_M)^2+\frac{C_M}{c}\right]^2+\left[\frac{r}{Xc_M}\right]^2}} \tag{2}$$

$$\begin{aligned}Q&=A_2\rho^1\left(\frac{p_2}{p_1}\right)^{\frac{1}{\gamma}}\left\{2gp_1v_1\left(\frac{\gamma}{\gamma-1}\right)\left[1-\left(\frac{p_2}{p_1}\right)^{\frac{\gamma-1}{\gamma}}\right]\right\}^{\frac{1}{2}}\\&=A_2\left\{2g\,\frac{p_1}{v_1}\left(\frac{\gamma}{\gamma-1}\right)\left[\left(\frac{p_2}{p_1}\right)^{\frac{2}{\gamma}}-\left(\frac{p_2}{p_1}\right)^{\frac{\gamma+1}{\gamma}}\right]\right\}^{\frac{1}{2}}\end{aligned} \tag{3}$$

$$\begin{aligned}\omega_n(x,\theta_x)=\frac{1}{\sqrt{r_1r_2}}\int_0^x dx_2\int_0^{x_2}dx_1\cos n\psi_x(x_1,x_2)\\ \left[\frac{r_1r_2}{p_1p_2}\,(\phi_{n-1}(k_1)+\phi_{n+1}(k_1))+2\phi_n(k_1)\right]\end{aligned} \tag{4}$$

$$\begin{aligned}m_{s_1s_2}&=\int_{x_{i_1}}^{x_{e_1}}dx_1\int_{x_{i_2}}^{x_{e_2}}dx_2\int_0^{2\pi}\frac{d\theta_1}{2\pi}\quad\cdot\\&\qquad\int_0^{2\pi}\frac{d\theta_2}{2\pi}\,\frac{\frac{r_1r_2}{p_1p_2}\cos(\theta_2-\theta_1)+1}{\sqrt{(x_2-x_1)^2+R^2(\theta_2-\theta_1)}}\\&=\int_{x_{i_1}}^{x_{e_1}}dx_1\int_{x_{i_2}}^{x_{e_2}}dx_2\int_0^{2\pi}\frac{d\psi}{2\pi}\,\frac{\frac{r_1r_2}{p_1p_2}\cos\psi+1}{\sqrt{(x_2-x_1)^2+R^2(\psi)}}\end{aligned} \tag{5}$$

$$\begin{aligned}\sum_2(\psi_n,c_n)=2c_2\,\frac{\tan(2\psi_2-\psi_1)}{\cos(2\psi_3-\psi_2)}+6c_3\,\frac{\tan(2\psi_3-\psi_2)}{\cos(2\psi_4-\psi_3)}\\+14c_4\,\frac{\tan(2\psi_4-\psi_3)}{\cos(2\psi_5-\psi_4)}+\ .\ .\ .\\+2(2^{1+n}-1)c_{n+2}\,\frac{\tan(2\psi_{n+2}-\psi_{n+1})}{\cos(2\psi_{n+3}-\psi_{n+2})}\ .\ .\ .\end{aligned} \tag{6}$$

Chemical symbols

13.17. The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. They are set in roman, without periods. (For treatment of symbols, see rule 6.41.1, p. 75.)

$$2(KHC_4H_4O_6)+CaCO_3=CaC_4H_4O_6+K_2C_4H_4O_6+H_2O+CO_2$$

Chemical elements

[Accepted names, symbols, atomic numbers, and atomic weights, as officially approved by the International Union of Pure and Applied Chemistry, 1957]

Element	Symbol	Atomic number	Atomic weight	Element	Symbol	Atomic number	Atomic weight
Actinium	Ac	89	(1)	Mercury	Hg	80	200.61
Aluminum	Al	13	26.98	Molybdenum	Mo	42	95.95
Americium	Am	95	(1)	Neodymium	Nd	60	144.27
Antimony	Sb	51	121.76	Neon	Ne	10	20.183
Argon	Ar	18	39.944	Neptunium	Np	93	(1)
Arsenic	As	33	74.91	Nickel	Ni	28	58.71
Astatine	At	85	(1)	Niobium	Nb	41	92.91
Barium	Ba	56	137.36	Nitrogen	N	7	14.008
Berkelium	Bk	97	(1)	Nobelium	No	102	(1)
Beryllium	Be	4	9.013	Osmium	Os	76	190.2
Bismuth	Bi	83	209.00	Oxygen	O	8	[2]16
Boron	B	5	10.82	Palladium	Pd	46	106.4
Bromine	Br	35	79.916	Phosphorus	P	15	30.975
Cadmium	Cd	48	112.41	Platinum	Pt	78	195.09
Calcium	Ca	20	40.08	Plutonium	Pu	94	(1)
Californium	Cf	98	(1)	Polonium	Po	84	(1)
Carbon	C	6	12.010	Potassium	K	19	39.100
Cerium	Ce	58	140.13	Praseodymium	Pr	59	140.92
Cesium	Cs	55	132.91	Promethium	Pm	61	(1)
Chlorine	Cl	17	35.457	Protactinium	Pa	91	(1)
Chromium	Cr	24	52.01	Radium	Ra	88	(1)
Cobalt	Co	27	58.94	Radon	Rn	86	(1)
Copper	Cu	29	63.54	Rhenium	Re	75	186.22
Curium	Cm	96	(1)	Rhodium	Rh	45	102.91
Dysprosium	Dy	66	162.51	Rubidium	Rb	37	85.48
Einsteinium	Es	99	(1)	Ruthenium	Ru	44	101.1
Erbium	Er	68	167.27	Samarium	Sm	62	150.35
Europium	Eu	63	152.0	Scandium	Sc	21	44.96
Fermium	Fm	100	(1)	Selenium	Se	34	78.96
Fluorine	F	9	19.00	Silicon	Si	14	28.09
Francium	Fr	87	(1)	Silver	Ag	47	107.880
Gadolinium	Gd	64	157.26	Sodium	Na	11	22.991
Gallium	Ga	31	69.72	Strontium	Sr	38	87.63
Germanium	Ge	32	72.60	Sulfur	S	16	[3] 32.066
Gold	Au	79	197.0	Tantalum	Ta	73	180.95
Hafnium	Hf	72	178.50	Technetium	Tc	43	(1)
Helium	He	2	4.003	Tellurium	Te	52	127.61
Holmium	Ho	67	164.94	Terbium	Tb	65	158.93
Hydrogen	H	1	1.0080	Thallium	Tl	81	204.39
Indium	In	49	114.82	Thorium	Th	90	232.05
Iodine	I	53	126.91	Thulium	Tm	69	168.94
Iridium	Ir	77	192.2	Tin	Sn	50	118.70
Iron	Fe	26	55.85	Titanium	Ti	22	47.90
Krypton	Kr	36	83.80	Tungsten	W	74	183.86
Lanthanum	La	57	138.92	Uranium	U	92	238.07
Lead	Pb	82	207.21	Vanadium	V	23	50.95
Lithium	Li	3	6.940	Xenon	Xe	54	131.30
Lutetium	Lu	71	174.99	Ytterbium	Yb	70	173.04
Magnesium	Mg	12	24.32	Yttrium	Y	39	88.92
Manganese	Mn	25	54.94	Zinc	Zn	30	65.38
Mendelevium	Md	101	(1)	Zirconium	Zr	40	91.22

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[1] These values are omitted because the elements do not occur in nature, and their atomic weight depends on which isotope is made.

[2] This is a defined value rather than an indicated one.

[3] Because of natural variations in the abundance ratio of the isotopes of sulfur, the atomic weight of this element has a range of ±0.003.

Standardized symbols

13.18. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

Signs and symbols

13.19. This list contains the signs and symbols frequently used in printing by this Office.

+ plus
− minus
± plus or minus
∓ minus or plus
× multiplied by
÷ divided by
= equal to
≠ or ╪ not equal to
≈ or ≒ nearly equal to
≡ identical with
≢ not identical with
≍ equivalent
∼ difference
≅ congruent to
> greater than
≯ not greater than
< less than
≮ not less than
≧ or ≥ greater than or equal to
≦ or ≤ less than or equal to
| | absolute value
∪ logical sum or union
∩ logical product or intersection
⊂ is contained in
∈ is a member of; dielectric constant; mean error
∶ is to; ratio
∷ as; proportion
≐ approaches
→ approaches limit of
∝ varies as
∥ parallel
⊥ perpendicular
∠ angle
∟ right angle
△ triangle
□ square
▭ rectangle
▱ parallelogram
○ circle
⌒ arc of circle
⊥ equilateral
≜ equiangular
√ radical; root; square root
∛ cube root
∜ fourth root
Σ sum
! or ⌊ factorial product
∞ infinity
∫ integral
ƒ function
∂ or δ differential; variation
π pi
∴ therefore
∵ because
‾ vinculum (above letter)
( ) parentheses

[ ] brackets
{ } braces
° degree
′ minute
″ second
HP horsepower
Δ increment
ω angular frequency, solid angle
Ω ohm
μΩ microhm
MΩ megohm
Φ magnetic flux; farad
Ψ dielectric flux; electrostatic flux
ρ resistivity
γ conductivity
Λ equivalent conductivity
ℛ reluctance
→ direction of flow
⇆ electrical current
⬡ benzene ring
→ yields
⇄ reversible reaction
↓ precipitate
↑ gas
‰ salinity
☉ or ☼ Sun
● or ◍ New Moon
☽ First Quarter
○ or ◎ Full Moon
☾ Last Quarter
☿ Mercury
♀ Venus
⊖ or ⊕ Earth
♂ Mars
♃ Jupiter
♄ Saturn
♅ Uranus
♆ or Ł Neptune
♇ Pluto
♈ Aries
♉ Taurus
♊ Gemini
♋ Cancer
♌ Leo
♍ Virgo
♎ Libra
♏ Scorpio
♐ Sagittarius
♑ Capricornus
♒ Aquarius
♓ Pisces
☌ conjunction
☍ opposition
△ trine
□ quadrature
⚹ sextile
☊ dragon's head, ascending node
☋ dragon's tail, descending node
① Ceres
② Pallas
③ Juno

④ Vesta
◍ rain
⚹ snow
⊠ snow on ground
← floating ice crystals
▲ hail
△ sleet
⋁ frostwork
⊔ hoarfrost
≡ fog
∞ haze; dust haze
⊤ thunder
⚡ sheet lightning
⦶ solar corona
⊕ solar halo
↯ thunderstorm
↖ direction
○ or ⊙ or ① annual
⊙⊙ or ② biennial
♃ perennial
♂ or ⚨ male
♀ female
□ male, in charts
○ female, in charts
℞ take (from Latin *Recipe*)
ĀĀ or Ā or āā of each (doctor's prescription)
℔ pound
℥ ounce
ʒ dram
℈ scruple
O pint
f℥ fluid ounce
fʒ fluid dram
♏ minim
& or & and; ampersand
⅌ per
# number
/ virgule; solidus; separatrix; shilling
% percent
© copyright
℅ care of
℀ account of
@ at
¢ cent
* asterisk
† dagger
‡ double dagger
§ section
☞ index
´ acute
` grave
~ tilde
^ circumflex
¯ macron
˘ breve
¨ dieresis
¸ cedilla
‸ caret

NOTES

14. TABULAR WORK

(See also Abbreviations; Leaderwork)

(See pp. 202–203 for sample table and tabular terms)

14.1. The object of a table is to present in a concise and orderly manner information that could not be presented so clearly in any other way.

14.2. Tabular material should be kept as simple as possible, so that the meaning of the data could be easily grasped by the user.

14.3. Unless otherwise specified, tables will be set 6-point solid, and 2-point hairline rules will be used.

Abbreviations

14.4. To avoid burdening tabular text, commonly known abbreviations (see rule 10.44, p. 155, and rules for abbreviations) are used in tables. Metric and unit-of-measurement abbreviations must be used with figures.

14.4.1. The names of months (except May, June, and July) when followed by the day are abbreviated; otherwise months are spelled. However, in narrow reading columns consisting solely of single months, the months may be abbreviated. (For examples, see rules 14.36, p. 184; 14.53, p. 186; 14.55, p. 187; p. 202.)

14.5. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For the numbered streets, avenues, etc., figures are used.

14.6. Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally. (See rules 10.8, 10.8.1, p. 150.)

14.7. Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 10.24, p. 152), and *SS*, *MS*, etc., preceding name.

14.8. Use *lat.* and *long.* with figures.

14.9. Abbreviate when followed by figures the various parts of publications, as *article*, *part*, *section*, etc. (See rule 10.34, p. 153.)

14.10. Use, generally, such abbreviations and contractions as *74th Cong.*, *2d sess.*, *H. Res. 5*, *H.J. Res. 21*, *S. Doc. 62*, *S. Rept. 410* (see rules 10.38, 10.39, p. 154), *Rev. Stat.*, etc.

14.11. In columns containing names of persons, copy is followed as to abbreviations of given names.

14.12. Periods are not used after abbreviations followed by leaders, but are used before footnote references.

Bearoff. (See p. 202 and examples throughout chapter.)

14.13. An en space is used for bearoff from both rules in an inside reading or date column, from the rule on the right in a figure column, and from the adjacent rule in an outside reading or date column.

14.14. In a crowded table the bearoff may be omitted in figure columns.

14.15. Indicated clears and indentions are in addition to bearoff.

14.16. Fractions are set flush to the rule, as shown in example to rule 14.120, page 192, except in double-up tables in column preceding parallel rule and in tables in rules. (See rules 14.81, p. 189; 14.147, p. 197.)

14.17. Mathematical signs, parentheses, and brackets, when preceded by figures, are not borne off.

Blanks

14.18. Blank lines are omitted unless their retention is specially requested.

Boxheads

Horizontal

14.19. Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the following matter.

14.20. Boxheads run crosswise wherever practicable.

14.21. In 6- and 8-point modern boxheads, all horizontal rules are to be set with inferior low-line dashes. The shoulder on these dashes will take the place of the usual quad line above a rule.

14.22. Boxheads are set solid (even in leaded tables), and bear off an em space above and no bearoff below.

14.23. Boxheads are centered in columns up to 12 ems, inclusive, in width. The first line should be the longest, and should be set as full as possible; good appearance must not be sacrificed by dividing short words or making two-letter divisions.

14.24. Boxheads in columns over 12 ems in width are centered, with hanging indention for heads of 3 lines or more. (See also rule 14.132, p. 194.)

14.25. Boxheads requiring leaders are set in the same style as the stub column. However, where the item consists of only one word or is very short, it may be centered linewise in the column, and followed by leaders.

	Percent moisture content					
Hours in additional storage	75	[1] 125	210	315	365	550
Package combustions:						
Impregnated—single lam	3.5	3.9	4.6	[2] 3.5	7.1	6.6
Plain—single lam	3.8	5.1	7.8	6.5	12.8	7.6

[1] Stored at intervals.
[2] Slight variance.

	Hours in storage					
Moisture	[1] 3.5	3.9	4.6	5.1	5.9	6.2
Package combustions:						
Impregnated—single lam	75	[2] 80	85	90	95	100
Plain—single lam	78	83	88	93	98	103

[1] Moisture content reduced under 75 hours' duration.
[2] Stored in 2 intervals of 40 hours each.

14.26. To avoid use of scabbard (dividing a quad line), boxheads will not be centered vertically with equal division of space top and bottom when such centering will require dividing a quad line. In such cases, scabbard will not be used, and the head will be offcenter 3 points in 6-point tables. Inferior low-line dashes will be used.

□ □ □ □ □ Function □ □ □ □	□ Ore containing 35 □		□ Ore and residuum also containing 10 to 35		□ Ore containing 5 □	
	□ □ □ Tons □ □	□ □ Mn content □ □	□ □ Short tons (percent) □	□ Mn content (short tons) □	□ □ Mn content □ □	□ Mn content analysis (short tons)
□ Domestic	□ 126,135	□ 56	□ 22.11	□ 200	□ 151	□ 227

14.27. If a single box exceeds the depth of a double or triple box, the extra space is placed in the lowermost boxes.

14.28. In compound boxes the greatest number of lines in a top box controls the depth of all the top boxes, unless the total depth of the head would thereby be increased; so also in each of the other boxes. The top box of a triple boxhead may be of such depth as to make a better appearance by alining its bottom rule with the bottom rule of the second box.

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box governs depth of box on left, and head set with hanging indention, as it is over 12 ems in width and over 2 lines deep]				
	Number	Distribution	June to August		September to May		Not reported
			Number	Distribution	Number	Distribution	
Boys (12 to 14)	3,869	*Percent* 45.5	1,415	*Percent* 9.6	2,405	*Percent* 15.8	49

TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by classes of concentrates and crude materials, in terms of recoverable metals*

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
	Concentrate shipped to smelters and recoverable metals					
Copper	220,346	763	70,357	114,242,346	9,950	6,260
Lead	3,931	392	48,326	72,500	5,044,750	290,980
Zinc	25,159	269	41,073	263,400	581,590	26,441,270
Total:						
1953	249,436	1,424	159,756	114,578,246	5,636,290	26,738,510
1952	367,430	1,789	432,122	110,622,155	13,544,875	101,923,060
	Crude material shipped to smelters					
Dry gold, dry gold-silver ore	134	52	2,839	2,200	----------	----------
Copper:						
Crude ore	107,270	844	39,861	2,442,882	124,100	2,290
Slag	421	10	165	285,421	----------	----------
Lead	528	12	1,693	5,950	110,870	300
Mill cleanings (lead-zinc)	31	----------	254	1,450	8,100	4,300
Total:						
1953	125,749	919	45,444	30,375,754	249,710	6,890
1952	166,184	1,042	47,176	41,601,845	497,125	26,940

TABLE 6.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by counties, in terms of recoverable metals*

County	Mines producing		Material [1] sold or treated (short tons)	Gold (lode and placer)		Silver (lode and placer)		Copper		Lead		Zinc		Total value
	Lode	Placer		Fine ounces	Value	Fine ounces	Value	Short tons	Value	Short tons	Value	Short tons	Value	
Catron	2	----------	48	37	$1, 295	2, 433	$2, 202	----------	----------	----------	----------	----------	----------	$3, 497
Grant	11	----------	7, 888, 727	988	34, 580	81, 444	73, 711	69, 871	$40, 105, 954	1, 524	$399, 288	12, 837	$2, 952, 510	43, 566, 043
Guadalupe	1	----------	28, 985	----------	----------	----------	----------	537	308, 238	----------	----------	----------	----------	308, 238
Santa Fe	4	1	119	3	105	685	620	2	1, 148	13	3, 406	10	2, 300	7, 579
Sierra	8	1	1, 301	271	9, 485	907	821	----------	----------	4	1, 048	5	1, 150	12, 504
Socorro	15	----------	64, 904	98	3, 430	18, 357	16, 614	55	31, 570	1, 327	347, 674	519	119, 370	518, 658
Total:														
1953	55	2	8, 070, 056	2, 614	91, 490	205, 309	185, 815	72, 477	41, 601, 798	2, 943	771, 066	13, 373	3, 075, 790	45, 725, 959
1952	66	1	9, 120, 841	2, 949	103, 215	479, 318	433, 807	76, 112	36, 838, 208	7, 021	2, 260, 762	50, 975	16, 923, 700	56, 559, 692

[1] Does not include gravel washed or tonnage of precipitates shipped.

14.29. In parallel tables, and when so prepared in divide tables, a boxhead that is divided is repeated on subsequent pages with the word *Continued.* (See p. 205.)

14.29.1. In referring to quantity of things, the word *Number* in boxheads is spelled if possible.

14.29.2. In an 8-point table with a 6-point boxhead, an 8-point quadline is inserted between head and body of table if no italic unit of quantity is given; if a unit of quantity is given, use a 6-point quadline and set unit of quantity in 6-point italic.

14.29.3. Column numbers or letters in parentheses may be set over or under boxheads and are separated by a quadline above or below the deepest head. These column references aline across the table. (See also rule 14.29.5.)

States, Territories, etc.	Department of Agriculture				Department of Commerce		
						Bureau of Public Roads: Highway construction	
	Commodity Credit Corporation, value of commodities donated (1)	Special school milk program [1] (2)	Value of commodities distributed within States (3)	Disaster loans, etc. (payments to assist States in furnishing hay in drought-stricken areas) □ (4)	Civil Aeronautics Administration—Federal airport program—regular grants (5)	Regular grants [2] (6)	Emergency grants [3] (7)
Alabama	$4, 730, 154	$1, 520, 362	$7, 970, 875	----------	$79, 284	$1, 176, 401	$247, 515
Arizona	393, 484	269, 274	591, 487	----------	297, 266	12, 366, 106	472, 749
Arkansas	4, 545, 983	823, 136	6, 512, 639	----------	127, 749	9, 317, 853	----------

Runup

14.29.4. Runup boxheads are to be reduced to the minimum practical depth. If one head must run up, all heads over figure columns in the same table run up, except years expressed in figures, which run across for better appearance. Running up over stub, reading, and date columns is to be avoided. Boxheads need not run up in all parts of a divide table.

14.29.5. Runup heads are set flush, with en bearoff on top. However, heads of 12 ems or less are set ragged at the top to avoid letterspacing; heads over 12 ems are set full. All overruns, including heads making only two lines, are set with 1-em hanging indention. (See rule 14.132, p. 194; also p. 202.)

State and division	**Number**					**Production**		**Cash income from sales of cattle, calves, beef, and veal**	**Gross income**	**Value of cattle and calves slaughtered for foreign consumption**	**Cost of cattle shipped in for feeding**
	Shipments and local slaughter		**Cattle shipped for feeding and breeding**	**Farm slaughter**		**Quantity live weight**	**Value**				
	1945	**1946**		**1945**	**1946**						
	Thousands	*Thousands*	*Thousands*	*Thousands*	*Thousands*	*1,000 lbs.*	*1,000 dol.*	*1,000 dol.*	*1,000 dol.*	*1,000 dol.*	*1,000 dol.*

[1947–49=100]

Year and month	**(1) All commodities**	**(2) Farm products**	**(3) Processed foods**	**(4) All commodities other than farm□ and foods**	**(5) Textile products and apparel**	**(6) Furniture and other household durables**	**(7) Fuel, power, and lighting materials**	**(8) Chemicals and allied products**	**(9) Rubber and rubber products**	**(10) Lumber and wood products**	**(11) Pulp, paper, and allied products**
1947	96.4	100.0	98.2	95.3	100.0	101.0	90.9	101.4	99.0	93.7	98.6
1948	104.4	107.3	106.1	103.4	104.4	102.1	107.1	103.8	102.1	107.2	102.9
1949	99.2	92.8	95.7	101.3	95.5	96.9	101.9	94.8	98.9	99.2	98.5

Braces

14.30. Braces are avoided if possible; if used, they are placed on the right of a rule and should extend to the complete depth of the group, including overruns. (See examples at top of p. 185.)

New Jersey	----------	659,425	659,425	62.35	----------	649,374	649,374	62.35
New York	[1] 2,900,499	(1)	2,900,499	66.56	[1] 3,312,610	(1)	3,312,610	66.92
Pennsylvania, Delaware, Maryland, and the District of Columbia.				39.73				39.64
Tennessee	23,187	----------	23,187	47.24	----------	----------	----------	----------
Virginia				54.32	19,718	----------	19,718	53.60
South Dakota	640	----------	640	[2] 51.03				46.00
Texas	5,453	----------	5,453	51.50				52.50
Oklahoma				45.02	208	----------	208	47.10
Utah	326,500	----------	326,500	54.97	355,006	----------	355,006	54.47

Centerheads, flush entries, and subentries

14.31. Centerheads over solid tables are set solid, except heads set entirely in caps, which are leaded; heads are leaded over leaded tables. Heads follow the style of the tables as to the use of figures and abbreviations.

14.32. Heads and headnotes over parallel tables center over the two-page spread of tables, except short lines. In heads over parallel tables, words are not divided between pages. (See pp. 204–205.)

14.33. In divide tables that are made up parallel, the heads and headnotes are set over parallel tables; the heads but not the headnotes repeat on each succeeding page; the word *Continued* is used.

14.34. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below. (See also rules 14.124.1–14.124.2, pp. 192–193.)

14.35. In reading columns if centerhead clears reading matter below at least an em and there are leaders, no space is used under the head; if there are no leaders below and centerhead clears at least an em, the quadline is omitted; if it clears less than an em, a full quadline is used. (See also rule 14.36.) However, if an overrun, dashline, etc., in another column, or in the same column, creates a blank space above the head, the extra quadline is not added.

25	Miscellaneous powerplant equipment	245, 040. 37
26	Roads, railroads, and bridges	275, 900. 34
	Total	520, 940. 71
	TRANSMISSION PLANT	
42	Structures and improvements	26, 253. 53
43	Station equipment	966, 164. 41
	Total	992, 417. 94
	GENERAL PLANT	
	General plant:	
	Norris	753, 248. 97
	Other	15, 335. 81
	Total	768, 584. 78
	Grand total	2, 281, 943. 43

14.36. Units of quantity and years used as heads in reading columns consisting of months and days, or months only, and in figure columns, are set in italic with a quadline above and no space below. If an overrun, etc., in another column creates a blank space above the head, the extra quadline is not added. (See also rule 14.58, p. 187.)

1941			*1942*—Con.			*1942*—Con.		
Oct. 1	35. 6	15	Jan. 16	45. 2	15	May 8	46. 5	15
Oct. 31	45. 0	15	Feb. 4	50. 2	15	May 22	45. 1	18
Nov. 14	40. 9	18	Feb. 17	43. 4	15	June 9	47. 1	14
Dec. 24	41. 7	15	Mar. 4	45. 6	15	June 24	48. 2	16
			Mar. 19	42. 7	15	July 9	46. 6	17
1942			Apr. 2	40. 9	15	July 24	45. 9	16
Jan. 3	43. 9	15	Apr. 28	47. 7	13	Aug. 6	46. 5	16

14.37. Where the logical construction of a table requires, it is permissible to insert subheads between page-width cross rules within the table to indicate class groups to which the data refer. The boxhead and units of quantity are not repeated.

C-302	Chehalis silty clay loam.		1	PK	2. 58	9. 13	1. 62	0. 255	2. 21	0. 95
				PKCa	2. 45	8. 78	1. 24	. 257	2. 30	. 95
				NPKCa	2. 54	10. 08	. 95	. 240	2. 07	. 89
SOILS DERIVED FROM ORGANIC MATERIAL										
C-303	Peat		1	Check	3. 31	7. 77	1. 41	0. 268	1. 14	0. 55
				P	3. 14	6. 66	1. 42	. 358	. 83	. 73
				PK	3. 92	7. 25	1. 49	. 310	1. 78	. 59
				PKCa	3. 84	8. 44	1. 40	. 289	1. 83	. 64

Ciphers

14.38. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher is repeated before each decimal unless the group is totaled.

January	+26. 4	0	0	0	0	0	[1]+$0. 7	27. 1+	+40. 4
February	+66. 7	0	0	0	0	0	−. 9	65. 8+	+98. 1
March	+143. 1	+2. 6	−7. 5	0	0	0	+12. 4	150. 6	+224. 1
April	+168. 4	+6. 9	−19. 1	−1. 1	+1. 7	+4. 4	+33. 0	194. 2+	+289. 5

14.38.1. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

14.38.2. Where column consists of single decimal, supply cipher on right.

0. 6
0
3. 0
4. 2
5. 0

14.38.3. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy (see table on p. 248).

0. 22453
1. 263
4
2. 60
3. 4567
5. 3
7
78
12. 6

114. 44423

14.39. Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted.

14.40. In columns of figures under the heading *£ s. d.*, if a whole number of pounds is given, one cipher is supplied under *s.* and one under *d.;* if only shillings are given, one cipher is supplied under *d.*

14.41. In columns of figures under *Ft. In.*, if only feet are given, supply cipher under *In.;* if only inches are given, clear under *Ft.;* if ciphers are used for *None*, place one cipher under both *Ft.* and *In.*

14.42. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

Continued heads

14.43. In continued heads an em dash is used between the head and the word *Continued*. The abbreviation *Con.* is used only to avoid an overrun. If the head is in small caps, the term *continued* or *con.* is not capitalized.

14.44. In centerheads set in caps, caps and small caps, or italic, the word *Continued* is set in roman cap and lowercase; in a heading set in boldface caps or lowercase, the word *Continued* is set in cap and lowercase of the same font as the head. No period is carried after a continued line.

14.45. In stub and boxheads, *Continued* is always set in lightface roman.

14.46. Continued heads over tables are to be condensed into one line if possible. Notes above tables are not repeated unless necessary to make the table clear; but footnote references are repeated in boxheads and in continued lines unless special instructions are given not to do so.

Dashes or rules

14.47. Dashes or rules are not carried in reading or date columns.

14.48. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also above a grand total. (For examples, see rules 14.35, p. 184; 14.77, p. 188; 14.124.5, p. 193; 14.139.1, p. 195; 14.151.1, p. 199.)

14.49. Rules may be used in place of dashes in a crowded table.

Date columns

14.50. There are two kinds of standard date columns: (1) Each item contains month and day, and (2) each item is made up of month, day, and year.

14.51. In 6-point tables, standard date columns with month and day are cast 4½ ems for outside and 5 ems for inside columns; with month, day, and year, 7 and 7½ ems, respectively.

14.52. Standard date columns with month and day in 8- and 10-point tables are cast 4 ems for outside and 4½ ems for inside columns; with month, day, and year, 6½ and 7 ems, respectively.

14.53. The figures are alined on the right, and extra space, if any, is inserted between the month and day. An en comma is used between the day and the year.

Black River, N.Y.	Flood Control Act, June 22, 1936.	Oct. 7, 1941	House, 405, 77th Cong., 1st sess.	Favorable.
Do	Flood Control Act, July 30, 1937.	July 23, 1941	House, 326, 77th Cong., 1st sess.	
Cayuga Creek, N.Y.	do	do	do	Do.
Cazenovia Creek, Erie County, N.Y.	Flood Control Committee resolution, Apr. 23, 1942.	do.[2]	------	
Chagrin River and tributaries, Ohio.	Flood Control Act, June 28, 1938.	------	------	Unfavorable.

14.54. Military-style date columns will be set as standard date columns, with 6-unit space between day and month and remaining space between month and year. No punctuation will be used.

21 Jan 21
5 Jun 42
12 Jul 43
30 Sep 44

14.54.1. In 6-, 8-, and 10-point tables, military-style date columns are 5½ ems wide for outside columns and 6 ems for inside columns.

14.55. In a standard date column of 4½ ems or less that is the first column of a table, the month is cleared instead of being repeated or indicated by *do.*

Jan. 22	To the Minister in Liberia (tel.)	115
30	From the Minister in Liberia (tel.)	116
Feb. 5	To the Minister in Liberia (tel.)	117
7	From the Minister in Liberia (tel.)	117

14.56. A standard date column is not considered a reading column, and no period is used after the date if the column is the last one of the table; however, a column consisting entirely of dates but not a standard date column is considered a reading column.

14.57. In a standard date column, footnote references are placed at right against rule, with 3 units justified on such references (see p. 202); but in a standard date column that is the last column of a table, footnote references are placed on left with 3 units justified on character following the references.

14.58. If the year is centered as a head in a standard date column, it is set in italic with a full quadline above but no space below. (See rule 14.36, p. 184.)

14.59. In columns consisting entirely of single or double years, figures are centered in columns without leaders.

1898[1]
1898
1899–1900[2]
1901–2

Ditto

(See also "Units of quantity," rule 14.153, p. 201.)

14.60. The abbreviation *do.* is used in reading and date columns only, lowercased and preceded by leaders when figures or text is used in preceding column.

14.61. Capitalize *do.* in first and last columns.

14.62. Tracing columns are counted as the first and last columns of table.

14.63. All *do.*'s should be uniform throughout column; if any one is lowercased, all in the column should be lowercased and preceded by leaders. (For examples, see rules 14.53, p. 186; 14.152, p. 201; p. 202.)

14.64. In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

14.65. *Do.* is not used—

(1) in a figure or symbol column;
(2) in the first line under a centerhead in the column in which the centerhead occurs;
(3) under a line of leaders, a dashline, or a rule;
(4) under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);
(5) under an item consisting wholly of figures or combination of letters and figures;
(6) in a reading column containing only *Yes* and *No;* and
(7) under an abbreviated unit of quantity or other abbreviations.

14.66. *Do.* is used, however, under a blank space and under the word *None* in a reading column.

14.67. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See rule 14.53, p. 186; pp. 202–203.)

14.68. *Do.* is not used under a braced group.

14.69. Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

14.70. In a first column 6 ems or less in width, a 1-em quad is used before *Do.;* in all other columns 6 ems or less in width, 1½ ems of leaders are used, except in a last column, in which quads are used in place of leaders. Bearoff is included.

14.71. In a first column more than 6 ems in width, 2 ems of quads are used before *Do.;* in all other columns more than 6 ems in width, 2½ ems of leaders are used, except in a last column, in which quads are used in place of leaders; bearoff is included. If the preceding line is indented, the indention of *do.* is increased accordingly.

14.72. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by 2 ems of leaders, which are indented to aline with item above.

14.73. *Do.*, followed by 2 ems of leaders, is used under a unit of quantity in a stub if the unit is spelled; if the unit is abbreviated, the abbreviation is repeated. (For sample, see rule 14.152, p. 201.)

14.74. When so prepared, inverted commas may be used instead of the abbreviation *do.*

Divide tables. (See "Parallel and divide tables," p. 194.)

Dollar mark

14.75. The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

14.76. In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

14.77. If several sums of money are grouped together and added to make a total, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only.

	1958	1957
Water supply available......gallons	4,000,000	3,000,000
Wheat production......bushels	9,000,000	8,000,000
Operations:		
Water-dispatching operations	$442,496	$396,800
Malaria control	571,040	426,600
Plant protection	134,971	58,320
Total	1,148,507	881,720
Number of plants	642	525
Percent of budget	96.8	78.8

NOTE.—Preliminary figures.
[2 leads]
Source: Department of Commerce, Bureau of the Census.

14.78. In a double money column, dollar marks are used in the first group of figures only; en dashes or words are alined. (See also rule 14.141, p. 196.)

$7– $9 10– 12 314– 316 1, 014–1, 016	$15 $16– 18	$10 to $12 14 to 20

14.79. Dollar mark is omitted from a first item consisting of a cipher.

0	*but*	$0. 12
$300		13. 43
500		15. 07
700		23. 18

14.80. Dollar mark should be repeated in stub or reading columns.

$1 to $24.........
$25 to $49........
$50 to $74........

Double-up tables

14.81. If the matter in the stub under a centerhead, flush entry, or subentry breaks and is carried over to the second part of a double-up table, a continued head is inserted at the top of the second part.

TABLE 14.—*Production of crude petroleum, 1952–53, by districts and fields, in thousand barrels*

[Oil & Gas Journal]

District and field	1952	1953	District and field	1952	1953
Southeast:			Southeast—Continued		
Arrowhead..................	809	953½	Lovington and East.........	1, 136	2, 472½
Grayburg-Jackson..........	1, 353	1, 162	Other..........................	14, 648	22, 183
Hare..........................	2, 027	2, 047	Northwest [2].....................	566	755
Hobbs.........................	(1)	(1)			
Langlie-Mattix.............	1, 635	1, 669	Total..........................	22, 174	31, 042

[1] Included in "Other" fields.
[2] Bureau of Mines data.
[2 leads]
Source: Department of Commerce, Bureau of the Census.

14.82. An en-quad bearoff is used on each side of the parallel rule separating the two parts of a double-up table. This applies also to leaders, dashes, and fractions in the last column of the first part, but not to rules in boxheads. (See also rules 14.119–14.121, p. 192.)

XII.........	4, 530 (8, 710)	6, 270 (12, 560)	7, 900 (15, 060)	XIV—Con..	7, 620 (13, 330)	10, 550 (18, 430)	11, 750 (20, 500)
XIII........	5, 620 (10, 900)	7, 770 (15, 020)	8, 660 (16, 750)	XV.........	8, 450 (15, 060)	11, 700 (20, 900)	13, 060 (23, 180)
XIV.........	6, 170 (11, 890)	8, 550 (16, 500)	9, 520 (18, 300)	XVI........	10, 500 (16, 060)	14, 610 (22, 300)	16, 270 (24, 800)

Figure columns

14.83. Figures aline on the right. In a crowded table the en-quad bearoff may be omitted from the figure columns ("Figs. against"); but if only a few figures will touch the rule on the left, it is preferable to retain the bearoff on the right. The whole table, including all parts of a divided table, must be treated alike. (For example, see rule 14.30, p. 183.)

14.84. A one-line overrun in a figure column is set flush on right; an overrun of more than one line is indented an em on left under first line and is followed by a period. Thin commas and justifying spaces are used.

41, 43, 51, 54, 55, 56,
57, 69, 70, 73

24, 27, 31, 33, 37, 41,
43, 44, 47, 48, 49,
51, 53, 54, 61.

14.85. When figures occur in parentheses, the parentheses are set against the rule and the figures alined on right. In tables set "Figs. against," parentheses are cleared. (For example, see rule 14.82.)

14.86. In double rows of figures in a single column, connected by a dash, a plus or minus sign, or the word *to* or a similar connecting word, and in dates appearing in the form *2–12–43*, the dashes, signs, or words are alined.

14.87. Plus or minus signs at the left of figures are placed close to the figures regardless of alinement; plus and minus signs at the right of figures are placed against the rule and are cleared. (For example, see rule 14.38, p. 185.)

14.88. Words and Roman numerals in figure columns are alined on the right with the figures, without period.

Median value of livestock	$224	$62	----------
Median value of machinery	$54	Small	----------
Median value of furniture	$211	$100	----------
Possessing automobiles percent	25	17	----------
Median age years	----------	----------	5.5
Median value	----------	----------	$144
Fraternal membership:			
Men	----------	IV	486
Women	----------	----------	None

14.89. For symbols and letters in columns, see rules 14.146–14.146.3, pages 196–197.

14.90. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are alined on the right.

14.91. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

14.92. Copy preparers should indicate at top of each folio the clear necessary for decimals; indicated clear does not include bearoff.

14.93. In a table that is doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (For examples, see rules 14.81, 14.82, p. 189.)

Footnotes and references

14.94. Footnotes to tables are numbered independently from footnotes to text.

14.95. Superior figures are used for footnote references, beginning with 1 in each table.

14.96. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

14.97. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 16.14, p. 214.) These, in the same sequence, precede mathematical signs. A thin space is not used to bear off an asterisk, dagger, or similar character.

14.98. If a reference is repeated on another page, it should carry the original footnote; but, to prevent repetition, especially of a long note, it may carry instead, as a cross-reference, the words "See footnote 1 [*or* 2, 3, etc.], p. —."

14.99. Footnote references are repeated in boxheads or in continued lines over tables unless special orders are given not to do so.

14.100. References to footnotes are numbered consecutively across the page from left to right, and across both pages in a parallel table. (For examples, see pp. 202–205.)

14.101. Footnotes to a parallel table begin on the even page unless there are no references on that page. With references on each page, footnotes are made up in approximately equal depth on both pages.

14.102. In a divide table, references to footnotes are numbered consecutively across and down the first part of the divide, then similarly in the second part.

14.103. Footnote references are placed at the right in reading columns and date columns, and at the left in figure columns (also at the left of such words as *None* in figure columns) and in symbol columns, and are borne off. However, if a date column is the last column, the references are placed at the left. (See also rule 14.57, p. 187; p. 202.)

14.104. Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 14.152, p. 201.)

14.105. In a figure or date column, a footnote reference standing alone is set in parentheses and centered. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period and quads, as if it were a word.

14.106. Numbered footnotes are placed immediately beneath the table. However, if a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark, and the footnote to it precedes all other footnotes. If the table runs over more than one page, the appropriate footnotes go with each page.

14.107. For better makeup or other reason, all footnotes may be placed at the end of a table making more than one page. It is then necessary to supply at the bottom of each page "See footnotes at end of table, p. —."

14.108. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush on left; but if there are footnotes to the text and none to the table, the 50-point rule is omitted.

14.109. Footnotes to cut-in and indented tables and tables in rules are set in the same measure as the tables.

14.110. Footnotes are set as paragraphs, but two or more short footnotes may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems. (See rule 2.98, p. 14.)

14.111. In a series of short footnotes, the reference numbers are alined on the right.

14.112. Footnotes in measures 30 picas or wider are set doubled up.

14.113. The footnotes and notes to tables are set solid if the table is solid and leaded if the table is leaded.

14.114. Footnotes and notes to tables are usually set in type 2 points smaller than the table, but not smaller than 6 point.

14.115. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

14.116. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 14.122.)

14.117. If a footnote consists entirely or partly of a table or leaderwork, the table is indented 3 ems on left. It should always be preceded by introductory matter carrying the reference number; if necessary, copy preparer should add an introductory line, such as "[1] See the following table:".

14.118. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by 2 leads.

Fractions

14.119. Piece and em fractions are set flush to the rule on the right. Whole numbers clear the fractions throughout the columns except in columns containing numbers indicating mixed units (such as pounds, dollars, and percentages), which are alined on the right.

14.120. Where fractions of different length occur in the same column, the longest is set flush to the rule on the right and the others are set to aline with it on the left. Copy preparers should indicate at top of each column the clear necessary for fractions.

Total length	40¾	41	0.42	43	44	0.455	46	47	48	½ inch.
Sleeve length	10⅝	10	10	10	11	11	11	11	11	1 inch.
Armhole length	8⅝	8½	9	9½	9½	10	10½	10½	11	Do.
Sleeve cuff length (if cuff is used)	5½	5½	5½	5 7/12	5½	5 7/12	5½	5½	5½	Maximum.
Neck opening	26½	26	27 17/32	28 15/32	28	29 17/32	30	30	31	2 inches.
Waist:										
7, 8, 9, 10 cut	23½	24	25½	27 15/32	28	29½	31	32	33½	6 percent.
11, 12, 14 cut	22½	23½	25	26½	27½	29	30½	31½	33	Do.

14.121. In a table that is continued or doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (See examples, rules 14.81, 14.82, p. 189.)

14.122. Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

Headnotes

14.123. Headnotes should be set in lowercase, 2 points smaller than the table but not smaller than 6 point, bracketed, and period omitted at end, even if the last statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

14.124. Headnotes are not repeated with continued heads unless necessary to make table clear. (See rule 14.139.1, p. 195.)

Indentions and overruns

Subentries

14.124.1. The indention of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.

14.124.2. Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 em if there is no conflict, but are indented 2 ems to avoid conflict with following subentry. (See example below.)

Total, mean, and average lines

14.124.3. All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indention, depending on length of line.

14.124.4. Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also 1 em more.

14.124.5. It is not necessary to maintain uniform indention of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

Wide stub column—subentries 2 ems				Total, all banks	National banks	Non-national banks	Building associations
ASSETS							
Loans and discounts:							
□□Loans to banks				$74, 518	$1, 267, 493	$947, 289	$135, 619
Commercial and industrial loans				2, 753, 456	450, 916	211, 597	18, 949
□□□Total (total lines generally indent 3 ems)				2, 827, 974	1, 718, 409	1, 158, 886	154, 568
Real estate loans:							
□□Secured by farmland				12, 532	29, 854	186, 228	19, 044
Secured by residential property other than rural and □□□farm				1, 011, 856	167, 765	1, 554, 084	3, 172, 837
□□□□Total (indent 1 em more to avoid conflict with line □□□□□above)				1, 024, 388	194, 619	1, 740, 312	3, 191, 881
Securities:							
□□U.S. Government obligations:							
□□□□Direct obligations:							
□□□□□□□U.S. savings bonds				1, 149, 764	3, 285, 721	2, 361, 796	23, 506
Nonmarketable bonds (including investment □□□□□□□series A–1965)				242, 500	490, 677	732, 689	167, 735
□□□□□□□□□Total (indent 1 em more than runover □□□□□□□□□□above)				1, 392, 264	3, 776, 398	3, 094, 485	191, 241
Narrow stub column—subentries 1 em	Demand deposits	Time deposits	Other obligations				
LIABILITIES							
Domestic obligations:							
□Notes payable locally	$42, 381	$131, 364	$272, 615	92, 163	181, 235	25, 349	346, 821
Obligations to States	135, 632	86, 429	183, 478	185, 421	37, 463	18, 220	157, 980
□□Total (indent 2 ems)	178, 013	217, 793	456, 093	277, 584	218, 698	43, 569	504, 801
Demand deposits (if □□line runs over, indent 1 em more):							
□U.S. Government ob- □□ligations	2, 219, 787	1, 542, 192	3, 271, 486	1, 563, 315	1, 362, 419	997, 273	1, 291, 777
□States and political □□□subdivisions:							
□□Obligations of for- □□□eign countries	621, 462	443, 618	321, 273	871, 516	973, 527	824, 619	932, 845
□□Time deposits	1, 796, 821	567, 392	986, 125	225, 381	446, 913	455, 316	721, 136
□□□Total (aline as be- □low)	4, 638, 070	2, 553, 202	4, 578, 884	2, 660, 212	2, 782, 859	2, 277, 208	2, 945, 758
Total, all sources	4, 816, 083	2, 770, 995	5, 034, 977	8, 182, 422	8, 690, 983	8, 314, 460	6, 988, 247

Italic

14.125. Names of vessels and aircraft (except in reading columns consisting entirely of such names), titles of legal cases (except *v.* for *versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule.

14.126. Set "See" and "see also" in roman. (See rule 16.21, p. 214.)

Leaders

14.127. Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. (For example, see rule 14.53, p. 186; pp. 202–203.)

14.128. If there is only one reading column in a table, leader from bottom line of an overrun, but when several items are listed on one item in stub, without brace and cleared, leader from top line.

14.129. If there is more than one reading column, leader from top line, and the overrun ends with a period. (For example, see rule 14.53, p. 186; pp. 202–203.)

14.130. A standard date column is not regarded as a reading column.

14.131. In parallel tables and in tables with tracing figures on left and right of page, leader from top line. (See example, pp. 202–203.)

Letterspaced words

14.132. To avoid letterspacing of lines, reading columns and runup heads of 12 ems or less are to be set ragged on right, with uniform 3-em spacing between words throughout. Lines are to be set as full as possible, in conformity with proper word division. (See also rules 14.23–14.25, p. 180.)

In columns over 12 ems in width, words in a line are letterspaced if more than 1½ ems would be required between words. All of a short word is letterspaced rather than only part of a long one.

769	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
770	-----do------------	-----do----------------	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
	←— 10 ems —→	←— 12 ems —→	←— over 12 ems—set full —→

Numerals in tables

14.133. Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote. (See also rules 14.116, 14.122, p. 192; 14.145, p. 196.)

Overruns. (See "Indentions and overruns," p. 192.)

Parallel and divide tables

Parallel tables. (For examples, see pp. 204–205.)

14.134. Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page.

14.135. Heads and headnotes center across the pair of pages, with 2-em hanging indention for 3 or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.

14.136. Boxheads are set as described on pages 180–183. Boxheads and horizontal rules aline across both pages.

14.137. Boxheads are not divided but are repeated, with *Continued* added.

14.138. Vertical rules are used on the right of even pages and on the left of odd pages.

14.139. Tracing figures are carried through from the outside columns of both pages and are set to "leader from the top line."

Divide tables

14.139.1. In divide tables that are made up parallel, with stub column repeated, the head but not the headnote repeats on each succeeding page, with *Continued* added.

TABLE 1.—*Data available in Source Book of Statistics of Income from corporation returns for the years 1956–57*

[Excludes consolidated returns of inactive corporations]

Division and State	All industries	Agriculture, forestry, and fishery [1]	Mining	Construction	Manufacturing	Transportation, communication, and other public utilities	Wholesale and retail trade
United States	34, 627, 905	7, 988, 243	902, 061	2, 032, 023	8, 250, 690	2, 768, 267	5, 509, 228
New England	328, 287	54, 315	841	20, 801	118, 074	22, 664	50, 112
Maine	204, 215	38, 756	533	11, 906	68, 160	15, 062	31, 473
New Hampshire	124, 072	15, 559	308	8, 895	49, 914	7, 602	18, 639
Middle Atlantic	7, 059, 570	442, 137	235, 385	453, 940	2, 210, 034	700, 217	1, 329, 225
New York	3, 521, 163	206, 354	8, 614	235, 763	968, 453	363, 343	739, 295

TABLE 1.—*Data available in Source Book of Statistics of Income from corporation returns for the years 1956–57*—Continued

[Headnotes are not repeated with continued headings unless necessary to make table clear]

Division and State	Finance, insurance, and real estate	Business and repair service	Personal service	Amusement, recreation, and related services	Professional and related services	Government	Industry not reported
United States	1, 013, 297	789, 377	1, 133, 585	316, 063	1, 472, 453	1, 414, 069	450, 570
New England	5, 900	9, 369	10, 973	2, 310	13, 815	13, 735	6, 376
Maine	3, 586	5, 179	6, 504	1, 457	8, 253	9, 295	4, 029
New Hampshire	2, 314	3, 170	4, 469	853	5, 562	4, 440	2, 347
Middle Atlantic	341, 574	183, 586	290, 986	14, 541	374, 017	309, 017	123, 832
New York	216, 106	101, 091	172, 664	47, 231	212, 765	182, 687	65, 807

14.139.2. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added. Outside vertical rules are not used.

Reading columns

14.140. Figures or combinations of figures and letters used to form a reading column aline on left and are followed by leaders. *Do.* is not used under such items. (See rule 14.146.2, below.)

14.141. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

14.142. Cut-in items following a colon are indented 2 ems in addition to the en quad used for bearoff.

14.143. Run in single entry under colon line; retain the colon.

14.144. The last word in a leader line must be followed by at least an en leader.

14.145. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rule 10.13, p. 151, and rules 11.10–11.12, pp. 167–168.)

Symbol columns

14.146. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be remembered that a line or lines of reading matter changes the character of a symbol column into a reading column. A symbol column is not centered, except in tables in rules and where specifically requested. Blank lines in a last column are cleared. *Do.* is not used in a symbol or figure column.

14.146.1. In columns 5 ems or less in width, symbols, including columns consisting entirely of letters, are set flush on left, and spaces, not leaders, are used to complete line. Blank lines in a last column are cleared. No closing period is used.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2)	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G. & D.
CG	Ball and roller bearing grease....	G075	N	Extreme pressure................	BR
CW [1]	Wheel-bearing grease............	OE20 [2]	X	.....do........................	WBG [3]
	Grease not typified..............	....	....	Further tests being conducted..	
G090	Universal gear lubricant.........	S. & T.	B	Water-pump grease............	80D
(5 ems or less)	(Stub or reading column)	(5 ems or less)	(5 ems or less)	(Reading column)	(5 ems or less)

14.146.2. In columns over 5 ems in width, symbols are set flush on left, with leaders used to complete line. However, a last column is set with spaces to complete line and blank lines are cleared. Use closing period.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Description or specification symbol
GM(2)......	Gasoline and diesel engine oil, SAE grade.	OR10......	A...........	Fuel, grease, chassis, or soap base.	G. & D.
Not listed...	Ball and roller bearing grease.	41-X-593...	A...........	Extreme pressure.....	Awaiting further analysis.
Do.......	Wheel-bearing grease...	W..........	G...........	.....do...............	Do.[4]
WGL........	Heavy-duty oil.........	PLE.......	N...........	Highly refined oil.....	
HJB.........	Hydraulic jack lubricant.	APS.......	X...........	Low-temperature grease.	GKB.
(Reading column) (over 5 ems)	(Stub or reading column)	(Reading column) (over 5 ems)	(Reading column) (over 5 ems)	(Reading column)	(Reading column) (over 5 ems)

14.146.3. Columns composed of both symbols and figures are treated as figure columns and are set flush on right. In case of blank lines in a last column, leaders will be used as in figure columns.

Symbol or catalog No.	Typical commercial designation	Symbol or product No.	Symbol or filing order symbol	General description	Symbol or specification No.
WBD	Chassis grease, cup grease, under pressure.	961	A	Especially adapted to very cold climates.	1359
14L88	Water-pump bearing grease	SWA	352	Under moderate pressure	----------
5190	Exposed gear chain lubricant	12L	N	High-speed use	AE10
	E.P. hypoid lubricant	863	X	For experimental use only	NXL
376	Special grade for marine use	----------	468	Free flowing in any weather	749
(Treat as figure column) (5 ems or less)	(Stub or reading column)	(Treat as figure column) (5 ems or less)	(Treat as figure column) (5 ems or less)	(Reading column)	(Treat as figure column) (5 ems or less)

Tables in rules

14.147. In tables consisting entirely of figure columns, including fractions, figures are centered in each column and alined on right. Leader and dash lines are borne off 1 em from each side. In narrow columns, figures, leaders, and dashes are borne off an en space. First and last columns must always bear off a full em quad from outside rules.

The following statistics cover the average cost per head for the State after taxes in 1950

	Cattle and calves	Hogs	Sheep
Manager's salary [1]	$0.0409	$0.0259	$0.0054
Yarding expenses	.1231	.0536	.0182
Office expenses	.0981	.0622	.0131
□Administrative and general expense [2]	.0973	.0617	.0129
	□———□	□———□	□———□
Total unit costs	.3594	.2034	.0496
Number of head	110,305	91,330	108,221

[1] Manager's salary will be higher after Jan. 1, 1951.

[2] Administrative and general expenses which involve the construction of all necessary new buildings.

Statistical tables of performance and results—Bureau of School Medical Inspection

SCHOOL ENROLLMENT

	1946–47	1945–46	1944–45	1943–44	1942–43
□Enrollment, October:					
White	63,360	61,825	62,118	63,965	52,693
Colored	41,355	39,532	38,786	37,462	35,400
	#———#	#———#	#———#	#———#	#———□
Total	104,715	101,357	100,904	101,427	88,093
Number medical inspections during 1 year:					
White	19	19	19	19	19
Colored	10	10	10	10	10
Total	29	29	29	29	29
Pupils per inspection:					
White	3,334	3,254	(1)	#-------#	4,086
Colored	4,135	3,953	3,879	3,746	-------

[1] Records incomplete for 1944–45.

TABLE 2.—*Variation of motor method ratings with pressure* [1]

Chamber pressure	Venturi diameter	Detonation meter giving the octane number and micrometer reading		Bouncing pin	
		Rating octane No.	Micrometer	Rating octane No.	Micrometer
FUEL 1					
Inch Hg	*Inch*		*Inch*		*Inch*
29.6	9/16	70.1	0.510	----------	----------
29.6	9/16	□----------□	----------	69.4	0.527
29.0	9/16	70.8	.484	69.4	.509
28.0	9/16	70.0	.450	68.5	.479
27.0	9/16	69.2	.420	68.2	.449
26.0	3/4	68.9	.506	69.3	.499
25.0	1	68.6	.462	68.9	.472
23.0	3/4	68.0	.391	68.2	.398
21.0	3/4	----------	----------	67.8	.314

[1] Variation to nearest thousandth.

14.147.1. In a table with one or more reading columns, including stub column, the text is borne off an en space from all inside rules, but first and last columns must be borne off an em quad from outside rules. Leader and dash lines in stub or reading columns are set without bearoff, as in regular tabular composition.

TABLE 1.—*Fuels used in test program*

No.	Fuel composition	Nominal octane number	
		Motor method	Research method
1	#60% X-6, 40% *n*-heptane	69.6	80.3
2	86% X-6, 14% *n*-heptane	----------	100.0
3	52% isooctane, 48% *n*-heptane, 2 ml TEL blend/gallon	75.6	74.7
4	74% isooctane, 26% *n*-heptane, 2 ml TEL blend/gallon	75.3	----------
5	80 octane number commercial gasoline: catalytic cracked, thermal cracked, and straight-run components without lead	60.8	60.9

TABLE 2.—*Nutrient solution in relation to pycnospore* of M. melonis

Medium	Germination	Description of germ tubes
	Percent	
□Modified Duggar's solution	45	Spores swollen only slightly; germ tubes□ short and no branches.
2-percent orange extract in modified Duggar's solution.	73	Spores swollen moderately; germ tubes longer than above and occasionally branched.
2-percent orange extract in distilled water	98	Spores swollen normally; germ tubes vigorous, long and profusely branched.

14.147.2. In half-measure, double-up table, the inside stub or reading column on right half of table is borne off an em quad from the parallel dividing rule.

TABLE 2.—*Varietal reactions of pea and bean to the Wisconsin pea stunt virus tested in 1950*[1]

Bean variety	Plants inoculated	Plants diseased	Bean variety	Plants inoculated	Plants diseased
	Number	*Number*		*Number*	*Number*
□Alaska	29	2	□Bountiful	8	7
Alderman	25	11	Dwarf Horticultural	13	1
Bonneville	19	6	Great Northern University of Illinois No. 1	3	5
Canner King	19	9	Idaho Refugee	3	3
Delwiche Commando University of Wisconsin No. 1	18	6	Michelite	5	12
Glacier	21	14	Pinto	17	6

[1] Tests made in Illinois and Wisconsin.

14.148. Matter in boxheads takes no extra bearoff.

14.149. Centerheads and headnotes are set the full measure of the job. Short footnotes are set the width of the table; but for good typographic appearance, long footnotes should be set the full measure of the job. (See rule 14.147, p. 197.)

Tables without rules

14.150. In tabular matter set without down rules, the same arrangement and bearoff for figures prevails as in ruled tables, except that leaders and dashlines also bear off an en space on both sides. Thus a full em space appears between columns. Unless otherwise specified, tables without rules are set in 6 or 8 point.

14.151. Column heads over figure columns in 6- or 8-point tables are set in 6-point italic, solid. These heads aline on bottom across the table, with 1 lead separating head from table.

14.151.1. Horizontal cutoff dashes (or rules or braces) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings. An en-space bearoff on either side of the spread measure must be allowed to separate it from any adjacent columns not a part of the same group heading.

TABLE 9.—*Changes in fixed assets and related allowances*

	Fixed assets					
		Investment		*Operations*		
Supporting and general facilities:	*Balance June 30, 1955 (table 9–a)*	*Current additions*	*Adjustments*	*Transfers*	*Retirements*	*Balance June 30, 1956*
□□Transportation and utilities:						
□□Panama Railroad	12,123,197	306	--------	(539)	(284,358)	11,838,606
Motor Transportation Division	2,242,999	122,597	--------	2,143	(147,561)	2,220,178
Steamship line	13,653,989	10,247	-------	-------	---------	13,664,236
Power system	19,364,373	366,311	--------	(342)	(290,174)	19,440,168
Communication system	2,739,012	151,819	(113,261)	-------	(26,100)	2,751,470
Water system and hydroelectric facilities	10,590,820	104,039	--------	1,661	(48,920)	10,647,600
□□Total transportation and □utilities	60,714,390	755,319	(113,261)	2,923	(797,113)	60,562,258
□□Employee service and facilities:						
□□Commissary Division	7,012,701	105,952	(130,891)	21,777	(36,418)	6,973,121
Service centers	3,684,670	29,086	--------	530	(230,276)	3,484,010
Housing Division	35,729,465	(10,336)	--------	(485,548)	(937,916)	34,295,665
□Total employee services □and facilities	46,426,836	124,702	(130,891)	(463,241)	(1,204,610)	44,752,796
□Grand total	107,141,226	880,021	(244,152)	(466,164)	(2,001,723)	105,315,054

14.151.2. More than one figure column, also illustrating use of dollar mark, dashline, bearoff, etc. (Note clearance in figure columns.)

For property purchased from—			
Central Pipeline Distributing Co.:			
Capital stock issued, recorded amount		$75,000	
Undetermined consideration recorded		341	
Pan American Pipeline Co.: Recorded money outlay		3,476	
M. J. Mitchell: Recorded money outlay		730	
R. Lacy, Inc., and Lynch Refining Co.:			
Recorded money outlay	□$157,000		
Note issued	100,000		
Subtotal	257,000		
Less value of oil in lines and salvaged construction material	26,555		
		230,445	
		□	$309,992
For construction, improvements, and replacements, recorded money outlay			522
For construction work in progress, recorded money outlay			933,605
			□
Total			1,244,119

Use:	*Quantity (million cubic feet)*	*Value at point of consumption*
Residential	34,842	□$21,218,778
Commercial	14,404	5,257,468
Industrial:		
Field (drilling, pumping, etc.)	□144,052	10,419,000
All other industrial:		
Fuel for petroleum refineries	96,702	
Other, including electric utility plants	346,704	61,440,000
	636,704	98,335,246

General account:	*1953*	*Estimated 1957*	*Change*
Receipts	□$64,800	□$69,800	□+$5,000
Expenditures	(70,300)	(67,100)	(−3,200)
Net improvement, 1957 over 1953			1,800
Deduct 1953 deficit			1,500
			□
Net surplus, estimated for 1957			300

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954		□$165,367,704.85
Receipts:		
Collections	□$564,944,502.99	
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953	4,450,577.07	
Total receipts		569,395,080.06
Total available		734,762,784.91

Total, mean, and average lines. (See rules 14.124.3–14.124.5, p. 193.)

Units of quantity

14.152. Units of quantity in stub columns are set in lowercase and placed on the right, 1-em leader from the rule. If the item does not make a full line but is too long to permit the insertion of the unit of quantity, the line is quadded out and the unit of quantity is placed on the next line at the right, preceded by quads and followed by a 1-em leader.

Aluminum, molybdenum, titanium, ferromanganese, and other metals....pounds..	(1 2)	(1 2)	179,177,116	[2] 32,700,000
Cement....short tons..	[3] 6,853,796	[3] 9,866,102	[3] 8,251,038	[3] 11,687,089
Clay products (other than pottery, refractories) short tons..	------------	[4] 6,883,109	------------	[4] 5,820,000
Coke....do....	4,468,437	[2] 25,526,646	5,080,403	[2] 29,519,871
Diatomite....do....	(1)	(1)	(1)	(1)
Emery....do....	765	6,828	1,046	9,349
Feldspar (crude)[5]....long tons..	(1)	(1)	(1)	(1)
Ferroalloys....short tons..	183,465	[2] 18,388,766	259,303	[2] 30,719,756

Aluminum, molybdenum, ti-□pounds.. tanium, ferromanganese, and other metals.	Port of New York.....	(1 2)	179,177,116	[2] 32,700,000
Cement....tons..	.....do....	[3] 9,866,102	[3] 8,251,038	[3] 11,687,089
Clay products (other than□short tons.. pottery, refractories).	Baltimore....	[4] 6,883,109	------------	[4] 5,820,000
Coke....do....	.....do....	[2] 25,526,646	5,080,403	[2] 29,519,871
Diatomite....do....	Richmond....	(1)	(1)	(1)
Emery....do....	.....do....	6,828	1,046	9,349
Feldspar (crude) [5]....long tons..	Norfolk....	(1)	(1)	(1)
Ferroalloys....short tons..	.....do....	[2] 18,388,766	259,303	[2] 30,719,756

14.153. *Do.* is used under a spelled unit of quantity in a stub and in an independent column consisting entirely of such units, but *do.* is never used under an abbreviated unit of quantity.

14.154. Over figure columns, units of quantity and other words used as headings, and the abbreviations *a.m.* and *p.m.*, if not included in the boxheads, are set in 6-point italic and are placed immediately above the figures, without periods other than abbreviating periods. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic, with full quadline above and no space below. (See examples, p. 202.)

14.155. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

DEFINITION AND PARTS OF A TABLE

To define and describe fully all of the many parts, terms, and details which enter into tabular presentation is difficult to explain in a few words or to understand readily without an accompanying visual example. The example shown is directed at those concerned with the construction and makeup of tables, with guidelines identifying tabular terms and details. Many of the terms can be applied to any form of tabular matter.

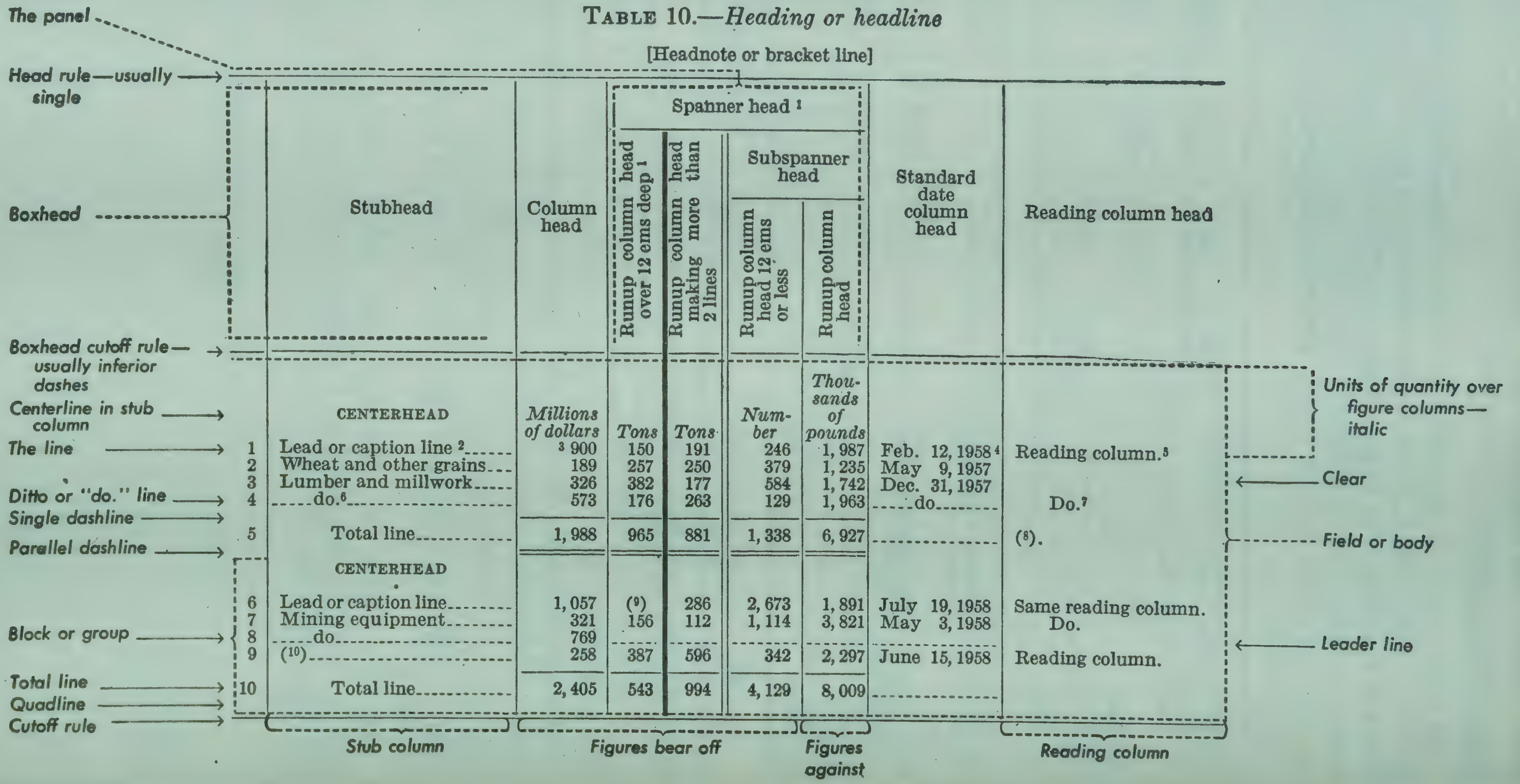
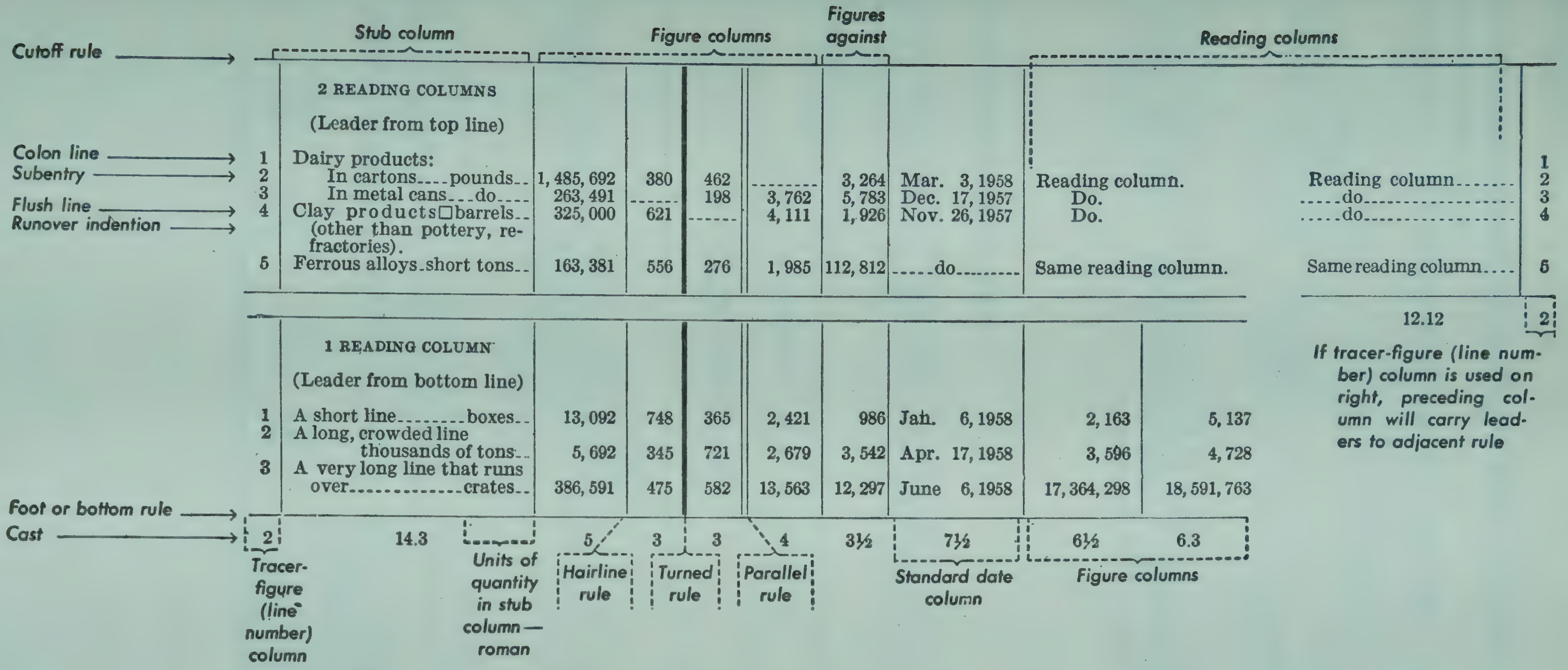


TABLE 10.—*Heading or headline*

[Headnote or bracket line]

	Stubhead	Column head	Spanner head [1]				Standard date column head	Reading column head
			Runup column head over 12 ems deep [1]	Runup column head making more than 2 lines	Subspanner head			
					Runup column head 12 ems or less	Runup column head		
	CENTERHEAD	*Millions of dollars*	*Tons*	*Tons*	*Number*	*Thousands of pounds*		
1	Lead or caption line [2]	[3] 900	150	191	246	1, 987	Feb. 12, 1958 [4]	Reading column.[5]
2	Wheat and other grains	189	257	250	379	1, 235	May 9, 1957	
3	Lumber and millwork	326	382	177	584	1, 742	Dec. 31, 1957	
4	do.[6]	573	176	263	129	1, 963	do	Do.[7]
5	Total line	1, 988	965	881	1, 338	6, 927		([8]).
	CENTERHEAD							
6	Lead or caption line	1, 057	([9])	286	2, 673	1, 891	July 19, 1958	Same reading column.
7	Mining equipment	321	156	112	1, 114	3, 821	May 3, 1958	Do.
8	do	769						
9	([10])	258	387	596	342	2, 297	June 15, 1958	Reading column.
10	Total line	2, 405	543	994	4, 129	8, 009		

The panel
Head rule—usually single
Boxhead
Boxhead cutoff rule—usually inferior dashes
Centerline in stub column
The line
Ditto or "do." line
Single dashline
Parallel dashline
Block or group
Total line
Quadline
Cutoff rule
Stub column
Figures bear off
Figures against
Reading column
Units of quantity over figure columns—italic
Clear
Field or body
Leader line


Cutoff rule
Stub column
Figure columns
Figures against
Reading columns
Colon line
Subentry
Flush line
Runover indention
Foot or bottom rule
Cast
Tracer-figure (line number) column
Units of quantity in stub column—roman
Hairline rule
Turned rule
Parallel rule
Standard date column
Figure columns
If tracer-figure (line number) column is used on right, preceding column will carry leaders to adjacent rule
Footnotes or reference lines

	2 READING COLUMNS (Leader from top line)									
1	Dairy products:									1
2	In cartons....pounds..	1,485,692	380	462	....	3,264	Mar. 3, 1958	Reading column.	Reading column.......	2
3	In metal cans...do....	263,491	......	198	3,762	5,783	Dec. 17, 1957	Do.	.....do................	3
4	Clay products□barrels.. (other than pottery, refractories).	325,000	621	......	4,111	1,926	Nov. 26, 1957	Do.	.....do................	4
5	Ferrous alloys.short tons..	163,381	556	276	1,985	112,812	.....do........	Same reading column.	Same reading column....	5
									12.12	2

	1 READING COLUMN (Leader from bottom line)								
1	A short line.........boxes..	13,092	748	365	2,421	986	Jan. 6, 1958	2,163	5,137
2	A long, crowded line thousands of tons..	5,692	345	721	2,679	3,542	Apr. 17, 1958	3,596	4,728
3	A very long line that runs over.............crates..	386,591	475	582	13,563	12,297	June 6, 1958	17,364,298	18,591,763
2	14.3	5	3	3	4	3½	7½	6½	6.3

[1] Reference number in boxheading.

[2] Reference number followed by leaders in stub or inside reading column.

[3] Reference number in figure column.

[4] Reference number in date column.

[5] Reference number in last or outside reading column.

[6] Reference number following "do." in inside reading column.

[7] Reference number following "Do." in last or outside reading column.

[8] Reference number standing alone in last or outside reading column, enclosed in parentheses followed by period "(8).," and quadded out to end of line.

[9] Reference number standing alone in figure column, enclosed in parentheses (9), and centered in column.

[10] Reference number standing alone in inside reading column, enclosed in parentheses (10), and leadered out to rule on right.

NOTE.—If no tracer-figure column is used on the left of table and the stub or reading column is set flush, "Do." will be capitalized and leadered out to rule on right.

PARALLEL

CHART I.—*Data available in the Source Book of Statistics*

(For list of major and minor

NOTE.—Under each classification data are shown (1) in composite,

Fiscal year or month	Budget receipts and expenditures[1]			Trust account and other transactions, net receipts, or expenditures (—)[4]	Clearing account[5]
	Net receipts[2]	Expenditures[3]	Surplus, or deficit (—)		
1932	$1, 923, 913, 117	$4, 659, 202, 825	—$2, 735, 289, 708	[11]—$5, 178, 050	----------
1933	2, 021, 212, 943	4, 622, 865, 028	—2, 601, 652, 085	—5, 009, 989	----------
1934	3, 064, 267, 912	6, 693, 899, 854	—3, 629, 631, 943	834, 880, 108	----------

PARALLEL TABLE WITH

TABLE 6.—*Corporation returns with balance sheets,*[1] *1949, by total assets classes, no net income:*[3] *Number of returns, selected assets and liabilities, selected in cash and assets other than own stock; also, for returns with net income, the*

[Total assets classes and money

		Major industrial groups				
		Finance, insurance, real estate, and lessors of real property in 1957			Services	
		Insurance carriers, agencies, and agents	Real estate, except lessors of real property other than buildings	Lessors of real property, except buildings	Total services	Hotels and other lodging places
		Insurance agents and brokers				
1	Number of returns[4]	5, 341	76, 010	3, 589	29, 468	3, 584
	Receipts:					
2	Gross sales[7]	----------	23, 089	----------	1, 314, 378	437, 633
3	Gross receipts from operations[8]	349, 983	1, 065, 196	----------	5, 823, 484	714, 254
	Interest on Government obligations (less amortizable bond premium):					
4	Wholly taxable[9]	373	8, 631	4, 084	4, 075	1, 194
5	Subject to surtax only[10]	24	314	70	123	8
6	Wholly tax exempt[11]	17	621	117	652	12

TABLE

of Income from corporation returns for the years 1926–49

industrial groups, see chart II)

(2) for returns with net income, and (3) for returns with no net income

Public debt, net increase or decrease (—)	Cash balance in account of the Treasurer of the United States, net increase or decrease (—)	Amount, end of period				
		Cash balance in account of the Treasurer of the United States	Debt outstanding [6]			
			Public debt [7]	Guaranteed obligations [8]	Total [9]	Subject to limitation [10]
$2, 685, 720, 952	—$54, 746, 805	$417, 197, 178	$19, 487, 002, 444	------------	$19, 487, 002, 444	(12)
3, 051, 670, 116	445, 008, 042	862, 205, 221	22, 538, 672, 560	------------	22, 538, 672, 560	(12)
4, 514, 468, 854	1, 719, 717, 020	2, 581, 922, 240	27, 053, 141, 414	$680, 767, 817	27, 733, 909, 231	(12)

TRACING FIGURES

and by major industrial groups,[2] for returns with net income and returns with receipts, compiled net profit or net loss, net income or deficit, and dividends paid income tax

figures in thousands of dollars]

Major industrial groups—Continued								
Services—Continued							Nature of business not allocable	
Personal services	Business services	Automotive repair services and garages	Miscellaneous repair services, hand trades	Motion pictures	Amusement, except motion pictures	Other services, including schools		
[5] 6, 689	6, 067	2, 488	[6] 1, 190	3, 558	2, 822	3, 070	902	1
312, 555	181, 732	113, 906	88, 304	72, 602	51, 215	56, 431	57, 971	2
865, 090	1, 599, 119	157, 940	113, 000	1, 480, 924	431, 053	462, 104	17, 938	3
259	734	126	24	1, 041	358	339	41	4
11	69	1	3	7	6	18	15	5
[12] 34	40	1	------------	542	2	21	23	6

TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure		6-Set		7-Set		8-Set		8½-Set		9-Set		10-Set		10½-Set		12-Set	
Picas	Pts.	Ems and units		Ems and units		Ems and units		Ems and units		Ems and units		Ems and units		Ems and units		Ems and units	
½	0	**1**	**0**	0.15	**0**	0.14	**0**	0.13	**0**	0.12	**0**	0.11	**0**	0.10	**0**	0.9	**0**
1		**2**		1.13		1.9		1.7		1.6		1.4		1.3		1	
1½		**3**		2.10		2.4		2.2		2		1.14		1.13		1.9	
2		**4**		3.8		3		2.15		2.12		2.7		2.5		2	
2½		**5**		4.5		3.13		3.10		3.6		3		2.15		2.9	
3		**6**		5.3		4.9		4.4		4		3.11		3.8		3	
3½		**7**		6		5.4		4.17		4.12		4.4		4		3.9	
4		**8**		6.15		6		5.12		5.6		4.14		4.10		4	
4½		**9**		7.13		6.13		6.6		6		5.7		5.3		4.9	
5		**10**		8.10		7.9		7.1		6.12		6		5.13		5	
5½	½	**11**	**1**	9.8	**9.9**	8.4	**8.5**	7.14	**7.15**	7.6	**7.7**	6.11	**6.12**	6.5	**6.6**	5.9	**5.10**
6		**12**		10.5	**10.6**	9	**9.1**	8.8	**8.9**	8	**8.1**	7.4	**7.5**	6.15	**6.16**	6	**6.1**
6½		**13**		11.3	**11.4**	9.13	**9.14**	9.3	**9.4**	8.12	**8.13**	7.14	**7.15**	7.8	**7.9**	6.9	**6.10**
7		**14**		12	**12.1**	10.9	**10.10**	9.16	**9.17**	9.6	**9.7**	8.7	**8.8**	8	**8.1**	7	**7.1**
7½		**15**		12.15	**12.16**	11.4	**11.5**	10.11	**10.12**	10	**10.1**	9	**9.1**	8.10	**8.11**	7.9	**7.10**
8		**16**		13.13	**13.14**	12	**12.1**	11.5	**11.6**	10.12	**10.13**	9.11	**9.12**	9.3	**9.4**	8	**8.1**
8½		**17**		14.10	**14.11**	12.13	**12.14**	12	**12.1**	11.6	**11.7**	10.4	**10.5**	9.13	**9.14**	8.9	**8.10**
9		**18**		15.8	**15.9**	13.9	**13.10**	12.13	**12.14**	12	**12.1**	10.14	**10.15**	10.5	**10.6**	9	**9.1**
9½		**19**		16.5	**16.6**	14.4	**14.5**	13.7	**13.8**	12.12	**12.13**	11.7	**11.8**	10.15	**10.16**	9.9	**9.10**
10		**20**		17.3	**17.4**	15	**15.1**	14.2	**14.3**	13.6	**13.7**	12	**12.1**	11.8	**11.9**	10	**10.1**
10½	1	**21**	**3**	18	**18.3**	15.13	**15.15**	14.15	**14.17**	14	**14.2**	12.11	**12.13**	12	**12.2**	10.9	**10.10**
11		**22**		18.15	**19**	16.9	**16.11**	15.10	**15.12**	14.12	**14.14**	13.4	**13.6**	12.10	**12.12**	11	**11.1**
11½		**23**		19.13	**19.16**	17.4	**17.6**	16.4	**16.6**	15.6	**15.8**	13.14	**13.16**	13.2	**13.4**	11.9	**11.10**
12		**24**		20.10	**20.13**	18	**18.2**	16.17	**17.1**	16	**16.2**	14.7	**14.9**	13.13	**13.15**	12	**12.1**
12½		**25**		21.8	**21.11**	18.13	**18.15**	17.12	**17.14**	16.12	**16.14**	15	**15.2**	14.5	**14.7**	12.9	**12.10**
13		**26**		22.5	**22.8**	19.9	**19.11**	18.6	**18.8**	17.6	**17.8**	15.11	**15.13**	14.15	**14.17**	13	**13.1**
13½		**27**		23.3	**23.6**	20.4	**20.6**	19.1	**19.3**	18	**18.2**	16.4	**16.6**	15.8	**15.10**	13.9	**13.10**
14		**28**		24	**24.3**	21	**21.2**	19.14	**19.16**	18.12	**18.14**	16.14	**16.16**	16	**16.2**	14	**14.1**
14½		**29**		24.15	**25**	21.13	**21.15**	20.8	**20.10**	19.6	**19.8**	17.7	**17.9**	16.10	**16.12**	14.9	**14.10**
15		**30**		25.13	**25.16**	22.9	**22.11**	21.3	**21.5**	20	**20.2**	18	**18.2**	17.2	**17.4**	15	**15.1**
15½		**31**		26.10	**26.13**	23.4	**23.6**	21.16	**22**	20.12	**20.14**	18.11	**18.13**	17.13	**17.15**	15.9	**15.10**
16		**32**		27.8	**27.11**	24	**24.2**	22.11	**22.13**	21.6	**21.8**	19.4	**19.6**	18.5	**18.7**	16	**16.1**
16½	1½	**33**	**4**	28.5	**28.9**	24.13	**24.16**	23.5	**23.8**	22	**22.3**	19.14	**19.17**	18.15	**19**	16.9	**16.11**
17		**34**		29.3	**29.7**	25.9	**25.12**	24	**24.3**	22.12	**22.15**	20.7	**20.10**	19.8	**19.11**	17	**17.2**
17½		**35**		30	**30.4**	26.4	**26.7**	24.13	**24.16**	23.6	**23.9**	21	**21.3**	20	**20.3**	17.9	**17.11**
18		**36**		30.15	**31.1**	27	**27.3**	25.7	**25.10**	24	**24.3**	21.11	**21.14**	20.10	**20.13**	18	**18.2**
18½		**37**		31.13	**31.17**	27.13	**27.16**	26.2	**26.5**	24.12	**24.15**	22.4	**22.7**	21.2	**21.5**	18.9	**18.11**
19		**38**		32.10	**32.14**	28.9	**28.12**	26.15	**27**	25.6	**25.9**	22.14	**22.17**	21.13	**21.16**	19	**19.2**
19½		**39**		33.8	**33.12**	29.4	**29.7**	27.9	**27.12**	26	**26.3**	23.7	**23.10**	22.5	**22.8**	19.9	**19.11**
20		**40**		34.5	**34.9**	30	**30.3**	28.4	**28.7**	26.12	**26.15**	24	**24.3**	22.15	**23**	20	**20.2**
20½		**41**		35.3	**35.7**	30.14	**30.17**	28.17	**29.2**	27.6	**27.9**	24.11	**24.14**	23.8	**23.11**	20.9	**20.11**
21		**42**		36	**36.4**	31.9	**31.12**	29.12	**29.15**	28	**28.3**	25.4	**25.7**	24	**24.3**	21	**21.2**
21½		**43**		36.15	**37.1**	32.4	**32.7**	30.6	**30.9**	28.12	**28.15**	25.14	**25.17**	24.10	**24.13**	21.9	**21.11**
22		**44**		37.13	**37.17**	33	**33.3**	31.1	**31.4**	29.6	**29.9**	26.7	**26.10**	25.2	**25.5**	22	**22.2**
22½		**45**		38.10	**38.14**	33.14	**33.17**	31.14	**31.17**	30	**30.3**	27	**27.3**	25.13	**25.16**	22.9	**22.11**
23		**46**		39.8	**39.12**	34.9	**34.12**	32.8	**32.11**	30.12	**30.15**	27.11	**27.14**	26.5	**26.8**	23	**23.2**
23½		**47**		40.5	**40.9**	35.4	**35.7**	33.3	**33.6**	31.6	**31.9**	28.4	**28.7**	26.15	**27**	23.9	**23.11**
24		**48**		41.3	**41.7**	36	**36.3**	33.16	**34.1**	32	**32.3**	28.14	**28.17**	27.8	**27.11**	24	**24.2**
24½	2	**49**	**6**	42	**42.5**	36.13	**37**	34.11	**34.15**	32.12	**32.16**	29.7	**29.11**	28	**28.3**	24.9	**24.12**
25		**50**		42.15	**43.2**	37.9	**37.14**	35.5	**35.9**	33.6	**33.10**	30	**30.4**	28.10	**28.13**	25	**25.3**
25½		**51**		43.13	**44**	38.4	**38.9**	36	**36.4**	34	**34.4**	30.11	**30.15**	29.3	**29.6**	25.9	**25.12**
26		**52**		44.10	**44.15**	39	**39.5**	36.13	**36.17**	34.12	**34.16**	31.4	**31.8**	29.13	**29.16**	26	**26.3**
26½		**53**		45.8	**45.13**	39.13	**40**	37.7	**37.11**	35.6	**35.10**	31.14	**32**	30.5	**30.8**	26.9	**26.12**
27		**54**		46.3	**46.10**	40.9	**40.14**	38.2	**38.6**	36	**36.4**	32.7	**32.11**	30.15	**31**	27	**27.3**
27½		**55**		47.3	**47.8**	41.4	**41.9**	38.15	**39.1**	36.12	**36.16**	33	**33.4**	31.8	**31.11**	27.9	**27.12**
28		**56**		48	**48.5**	42	**42.5**	39.9	**39.13**	37.6	**37.10**	33.11	**33.15**	32	**32.3**	28	**28.3**
28½		**57**		48.15	**49.2**	42.14	**43.1**	40.4	**40.8**	38	**38.4**	34.4	**34.8**	32.10	**32.13**	28.9	**28.12**
29		**58**		49.13	**50**	43.9	**43.14**	40.17	**41.3**	38.12	**38.16**	34.14	**35**	33.3	**33.6**	29	**29.3**
29½		**59**		50.10	**50.15**	44.4	**44.9**	41.12	**41.16**	39.6	**39.10**	35.7	**35.11**	33.13	**33.16**	29.9	**29.12**
30		**60**		51.8	**51.13**	45	**45.5**	42.6	**42.10**	40	**40.4**	36	**36.4**	34.5	**34.8**	30	**30.3**

TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES—Continued

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure		6-Set		7-Set		8-Set		8½-Set		9-Set		10-Set		10½-Set		12-Set	
Picas	Pts.	Ems and units		Ems and units		Ems and units		Ems and units		Ems and units		Ems and units		Ems and units		Ems and units	
30½	2	61	6	52.5	**52.10**	45.13	**46**	43.1	**43.5**	40.12	**40.16**	36.11	**36.15**	34.15	**35**	30.9	**30.12**
31		62		53.3	**53.8**	46.9	**46.14**	43.14	**44**	41.6	**41.10**	37.4	**37.8**	35.8	**35.11**	31	**31.3**
31½		63		54	**54.5**	47.4	**47.9**	44.8	**44.12**	42	**42.4**	37.14	**38**	36	**36.3**	31.9	**31.12**
32		64		54.15	**55.2**	48	**48.5**	45.3	**45.7**	42.12	**42.16**	38.7	**38.11**	36.10	**36.13**	32	**32.3**
32½	2½	65	7	55.13	**56.1**	48.13	**49.1**	45.16	**46.4**	43.6	**43.11**	39	**39.5**	37.2	**37.6**	32.9	**32.13**
33		66		56.10	**56.16**	49.9	**49.15**	46.11	**46.17**	44	**44.5**	39.11	**39.16**	37.13	**37.17**	33	**33.4**
33½		67		57.8	**57.14**	50.4	**50.10**	47.5	**47.11**	44.12	**44.17**	40.4	**40.9**	38.5	**38.9**	33.9	**33.13**
34		68		58.5	**58.11**	51	**51.6**	48	**48.6**	45.6	**45.11**	40.14	**41.1**	38.15	**39.1**	34	**34.4**
34½		69		59.3	**59.9**	51.13	**52.1**	48.13	**49.1**	46	**46.5**	41.7	**41.12**	39.7	**39.11**	34.9	**34.13**
35		70		60	**60.6**	52.9	**52.15**	49.7	**49.13**	46.12	**46.17**	42	**42.5**	40	**40.4**	35	**35.4**
35½		71		60.15	**61.3**	53.4	**53.10**	50.2	**50.8**	47.6	**47.11**	42.11	**42.16**	40.10	**40.14**	35.9	**35.13**
36		72		61.13	**62.1**	54	**54.6**	50.15	**51.3**	48	**48.5**	43.4	**43.9**	41.2	**41.6**	36	**36.4**
36½		73		62.10	**62.16**	54.13	**55.1**	51.9	**51.15**	48.12	**48.17**	43.14	**44.1**	41.13	**41.17**	36.9	**36.13**
37		74		63.8	**63.14**	55.9	**55.15**	52.4	**52.10**	49.6	**49.11**	44.7	**44.12**	42.5	**42.9**	37	**37.4**
37½		75		64.5	**64.11**	56.4	**56.10**	52.17	**53.5**	50	**50.5**	45	**45.5**	42.15	**43.1**	37.9	**37.13**
38		76		65.3	**65.9**	57	**57.6**	53.12	**54**	50.12	**50.17**	45.11	**45.16**	43.7	**43.11**	38	**38.4**
38½		77		66	**66.6**	57.13	**58.1**	54.6	**54.12**	51.6	**51.11**	46.4	**46.9**	44	**44.4**	38.9	**38.13**
39		78		66.15	**67.3**	58.9	**58.15**	55.1	**55.7**	52	**52.5**	46.14	**47.1**	44.10	**44.14**	39	**39.4**
39½		79		67.13	**68.1**	59.4	**59.10**	55.14	**56.2**	52.12	**52.17**	47.7	**47.12**	45.2	**45.6**	39.9	**39.13**
40		80		68.10	**68.16**	60	**60.6**	56.8	**56.14**	53.6	**53.11**	48	**48.5**	45.13	**45.17**	40	**40.4**
40½	3	81	9	69.8	**69.16**	60.13	**61.2**	57.3	**57.10**	54	**54.6**	48.11	**48.16**	46.5	**46.10**	40.9	**40.14**
41		82		70.5	**70.13**	61.9	**61.16**	57.16	**58.5**	54.12	**55**	49.4	**49.9**	46.15	**47.2**	41	**41.5**
41½		83		71.3	**71.11**	62.4	**62.11**	58.11	**59**	55.6	**55.12**	49.14	**50.1**	47.7	**47.12**	41.9	**41.14**
42		84		72	**72.8**	63	**63.7**	59.5	**59.12**	56	**56.6**	50.7	**50.12**	48	**48.5**	42	**42.5**
42½		85		72.15	**73.5**	63.13	**64.2**	60	**60.7**	56.12	**57**	51	**51.5**	48.10	**48.15**	42.9	**42.14**
43		86		73.13	**74.3**	64.9	**64.16**	60.13	**61.2**	57.6	**57.12**	51.11	**51.16**	49.2	**49.7**	43	**42.5**
43½		87		74.10	**75**	65.4	**65.11**	61.7	**61.14**	58	**58.6**	52.4	**52.9**	49.13	**50**	43.9	**43.14**
44		88		75.8	**75.16**	66	**66.7**	62.2	**62.9**	58.12	**59**	52.14	**53.1**	50.5	**50.10**	44	**44.5**
44½		89		76.5	**76.13**	66.13	**67.2**	62.15	**63.4**	59.6	**59.12**	53.7	**53.12**	50.15	**51.2**	44.9	**44.14**
45		90		77.3	**77.11**	67.9	**67.16**	63.9	**63.16**	60	**60.6**	54	**54.5**	51.7	**51.12**	45	**45.5**
45½		91		78	**78.8**	68.4	**68.11**	64.4	**64.11**	60.12	**61**	54.11	**54.16**	52	**52.5**	45.9	**45.14**
46		92		78.15	**79.5**	69	**69.7**	64.17	**65.6**	61.6	**61.12**	55.4	**55.9**	52.10	**52.15**	46	**46.5**
46½		93		79.13	**80.3**	69.13	**70.2**	65.12	**66.1**	62	**62.6**	55.14	**56.1**	53.2	**53.7**	46.9	**46.14**
47		94		80.10	**81**	70.9	**70.16**	66.6	**66.13**	62.12	**63**	56.7	**56.12**	53.13	**54**	47	**47.5**
47½		95		81.8	**81.16**	71.4	**71.11**	67.1	**67.8**	63.6	**63.12**	57	**57.5**	54.5	**54.10**	47.9	**47.14**
48		96		82.5	**82.13**	72	**72.7**	67.14	**68.3**	64	**64.6**	57.11	**57.16**	54.15	**55.2**	48	**48.5**
48½		97		83.3	**83.11**	72.13	**73.2**	68.8	**68.15**	64.12	**65**	58.4	**58.9**	55.7	**55.12**	48.9	**48.14**
49		98		84	**84.8**	73.9	**73.16**	69.3	**69.10**	65.6	**65.12**	58.14	**59.1**	56	**56.5**	49	**49.5**
49½		99		84.15	**85.5**	74.4	**74.11**	69.16	**70.5**	66	**66.6**	59.7	**59.12**	56.10	**56.15**	49.9	**49.14**
50		100		85.13	**86.3**	75	**75.7**	70.10	**70.17**	66.12	**67**	60	**60.5**	57.2	**57.7**	50	**50.5**
50½		101		86.10	**87**	75.13	**76.2**	71.4	**71.11**	67.6	**67.12**	60.11	**60.16**	57.13	**58**	50.9	**50.14**
51		102		87.8	**87.16**	76.9	**76.16**	71.17	**72.6**	68	**68.6**	61.4	**61.9**	58.5	**58.10**	51	**51.5**
51½		103		88.5	**88.13**	77.4	**77.11**	72.12	**73.1**	68.12	**69**	61.14	**62.1**	58.15	**59.2**	51.9	**51.14**
52		104		89.3	**89.11**	78	**78.7**	73.6	**73.13**	69.6	**69.12**	62.7	**62.12**	59.7	**59.12**	52	**52.5**
52½		105		90	**90.8**	78.13	**79.2**	74.1	**74.8**	70	**70.6**	63	**63.5**	60	**60.5**	52.9	**52.14**
53		106		90.15	**91.5**	79.9	**79.16**	74.14	**75.3**	70.12	**71**	63.11	**63.16**	60.10	**60.15**	53	**53.5**
53½		107		91.13	**92.3**	80.4	**80.11**	75.8	**75.15**	71.6	**71.12**	64.4	**64.9**	61.2	**61.7**	53.9	**53.14**
54		108		92.10	**93**	81	**81.7**	76.3	**76.10**	72	**72.6**	64.14	**65.1**	61.13	**62**	54	**54.5**
54½		109		93.8	**93.16**	81.13	**82.2**	76.16	**77.5**	72.12	**73**	65.7	**65.12**	62.5	**62.10**	54.9	**54.14**
55		110		94.5	**94.13**	82.9	**82.16**	77.11	**78**	73.6	**73.12**	66	**66.5**	62.15	**63.2**	55	**55.5**
55½		111		95.3	**95.11**	83.4	**83.11**	78.5	**78.12**	74	**74.6**	66.11	**66.16**	63.7	**63.12**	55.9	**55.14**
56		112		96	**96.8**	84	**84.7**	79	**79.7**	74.12	**75**	67.4	**67.9**	64	**64.5**	56	**56.5**
56½		113		96.15	**97.5**	84.13	**85.2**	79.13	**80.2**	75.6	**75.12**	67.14	**68.1**	64.10	**64.15**	56.9	**56.14**
57		114		97.13	**98.3**	85.9	**85.16**	80.7	**80.14**	76	**76.6**	68.7	**68.12**	65.2	**65.7**	57	**57.5**
57½		115		98.10	**99**	86.4	**86.11**	81.2	**81.9**	76.12	**77**	69	**69.5**	65.13	**66**	57.9	**57.14**
58		116		99.8	**99.16**	87	**87.7**	81.15	**82.4**	77.6	**77.12**	69.11	**69.16**	66.5	**66.10**	58	**58.5**
58½		117		100.5	**100.13**	87.13	**88.2**	82.9	**82.16**	78	**78.6**	70.4	**70.9**	66.15	**67.2**	58.9	**58.14**
59		118		101.3	**101.11**	88.9	**88.16**	83.4	**83.11**	78.12	**79**	70.14	**71.1**	67.7	**67.12**	59	**59.5**
59½		119		102	**102.8**	89.4	**89.11**	83.17	**84.6**	79.6	**79.12**	71.7	**71.12**	68	**68.5**	59.9	**59.14**
60		120		102.15	**103.5**	90	**90.7**	84.12	**85.1**	80	**80.6**	72	**72.5**	68.10	**68.15**	60	**60.5**

NOTES

15. LEADERWORK

(See also Abbreviations; Tabular Work)

15.1. Leaderwork is a simple form of tabular work without boxheads or rules. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, alining on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8-point. The period is omitted immediately before leaders. (See also "Tables without rules," p. 199.)

Bearoff

15.2. No bearoff is required at the right in a single reading column.

Columns

15.3. A figure column is at least an en quad wider than the largest group of figures, but not less than 2 ems. Dashlines are to be the full width of the figure column.

Year:	*Pounds*
1952	255, 939, 000
1953 (out-of-State deliveries of natural gas from Louisiana, Mississippi, South Dakota, and Texas)	376, 818, 000
1954	368, 233, 000
Total	#1, 000, 990, 000

15.4. If the last column is a reading column, leaders are run within an en quad of the first word; but if the first column overruns, it is indented an additional en space from the first word of the last column.

Particulars	*Artist*
To the French Government:	
The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).	##Degas.
Avant la Course	Do.
To Col. Axel H. Oxholm, Washington, D.C.:	
Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, Calif.
Roses	#Renoir.
Do	Forain.
Roses in a Chinese Vase and Sculpture by Maillol.	Vuillard.
Maternity	Gauguin.

Continued heads

15.5. If leaderwork continues on a following page or is doubled up, continue center and side heads, including colon lines, in stub; also units of quantity or other words over figure and reading columns. In leaderwork set broad measure, no heads or units of quantity are repeated when the matter continues on the facing page. (See also rules 14.43–14.46, p. 186.)

Ditto

15.6. The abbreviation *do.* is capitalized and preceded by quads in stub; it is capitalized and preceded and followed by quads in last reading column; it is lowercased when used under a unit of quantity in stub. (See rules 15.4, 15.22.)

Dollar mark and ciphers

15.7. The dollar mark or any other money symbol is used at the beginning of each statement, on the first line of double-up matter, at the head of a continued statement, and on the first line of each cut-in group. A dollar mark or any other money symbol does not carry through leaders in leaderwork.

15.8. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are alined on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added to make a total, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only. (See rule 14.77, p. 188.)

15.9. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

Flush items and subheads

15.10. Flush items clear the figure column.

15.11. Subheads are centered in full measure; if they extend to the figure column, the figure column and an equal space on the left are cleared.

Footnotes

15.12. Footnotes to leaderwork follow the style of footnotes to tables. (See "Footnotes and references," p. 190.)

15.13. Footnote references begin with 1 in each statement, and footnotes are placed at end of statement, separated from it by 2 leads. Separate notes from matter following by not less than 6 points.

15.14. If the leaderwork runs over from one page to another, the appropriate footnotes are carried on each page, and are repeated as necessary.

15.15. If the footnotes to leaderwork and text fall at bottom of page, the footnotes to leaderwork are placed above footnotes to text and the two groups are separated by a 50-point rule, flush on the left.[1]

Units of quantity

15.16. Units of quantity or other words over a stub or figure column are set in 6-point italic and are separated from leaderwork by 2 points. These heads aline on the bottom. (See examples in rule 14.151.1, p. 199.)

Examples

15.17. The example below shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio RR.:	
Freight carried:	*Tons*
May	#150, 000
June	152, 000
Coal carried	900, 000
Pennsylvania RR.: Freight carried Jan. 1, 1938	[1]21, 000

[1] Livestock not included.

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[1] This shows the relative positions for footnotes in leaderwork and text on the same page.

15.18. If there is no colon line, the style is as follows:

	Tons
Freight carried by the Pennsylvania RR. and the Baltimore & Ohio RR. in May	371, 500

15.19. Explanatory matter is set in 6-point under leaders (note omission of period):

--------------------	--------------------	--------------------
(Name)	(Address)	(Position)

15.20. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this -------------------- day of ------------------------ 19--.

15.21. In half measure doubled up, units of quantity are alined across the page. (See also rule 16.22, p. 214.)

Seedlings:	*Inches*	Seedlings—Continued	*Inches*
Black locust	27	Osage-orange	20
Honey locust	16	Catalpa	16
Green ash	7	Black walnut	10

15.22. Mixed units of quantity and amounts and words in figure column are set as follows:

Capital invested		#$8, 000
Value of implements and stock		$3, 000
Land under cultivation	acres	128. 6
Orchard	do	21. 4
Forest land	square miles	50
Livestock:		
Horses:		
Number		8
Value		$1, 500
Cows:		
Number		18
Estimated weekly production of butter per milk cow	pounds	7½
Hogs:		
Number		46
Loss from cholera		None

15.23. Abbreviated unit of quantity repeated:

Height at shoulder (top of third dorsal), *Brontops robustus*	mm	[1] 2, 311
Width of atlas, *Diploclonus tyleri*	mm	320
Weight of specimen	oz	6

[1] Estimated.

15.24. If there are no figures in a line, the leaders should be broken from those in preceding column by an en space.

Sales of shoes	$1, 200
Loss on sales	#------

NOTES

16. TEXT FOOTNOTES, INDEXES, AND CONTENTS

FOOTNOTES AND REFERENCE MARKS

(For footnotes in tabular work, see p. 190.)

16.1. Except as noted under "Abbreviations" (p. 149), footnotes to text follow the style of text.

16.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

16.3. Copy preparers must see that references and footnotes are plainly marked, and must also indicate the measure if footnotes are to be doubled, or tripled.

16.4. On a job that is not completed, the last footnote number must be given to Chief Copy Preparer, who will enter it in copybook, so that there will be no question as to next footnote number.

16.5. If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, 10, etc.) on p. —" instead of the entire footnote.

16.6. Unless copy is otherwise marked: (1) Footnotes to 12-point text (except 12-point briefs) are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 6 point. (See also "Courtwork," p. 230.)

16.7. Footnotes are set as paragraphs and are separated from the text by a 50-point rule on 6-point body, flush on the left, with 1 lead above and below the rule.

16.8. Footnotes to indented matter are set full measure.

16.8.1. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are placed at bottom of excerpt, separated by 3 leads; no side dash is used. Reference numbers are not changed to fit numbering sequence of text footnotes.

16.9. Footnotes must always begin on the page carrying the reference. The breaking over of a footnote from one page to the next should be avoided; but when this is unavoidable, the break should not be made on a paragraph.

16.10. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

16.11. A cutoff dash is not required between the chart or graph and the footnotes.

16.12. For reference marks, roman superior figures, italic superior letters, or symbols (preferably the first) are used. Superior figures and letters are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas; footnote symbols are set closed up.

16.13. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

16.14. When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (‡) double dagger, (§) section mark, and (‖) parallel. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

16.15. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

16.16. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

16.17. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

16.18. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

16.19. Two or more footnote references occurring together are separated by thin spaces, not commas.

16.20. In a series of short footnotes, reference numerals or letters are alined on the right.

INDEXES AND TABLES OF CONTENTS

16.21. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

16.22. *Page, section, paragraph,* etc., over figure columns are set in roman, flush on right, with 1 lead below even in solid matter. However, to avoid excess space caused by short entry lines, *page,* etc., will be lowered to within 1 lead of figure column. This treatment does not apply to contents with more than one figure column or to two-column indexes. (See also rule 16.32, p. 215.)

ANNUAL REPORT OF THE SECRETARY OF THE TREASURY 455

Notes—Continued	
Treasury:	
Marketable:	Page
Exchanges	459

ANNUAL REPORT OF THE SECRETARY OF THE TREASURY 455

Notes—Continued	Page
Treasury	459

16.23. Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

	Page
Explanatory diagram	Frontispiece
General instructions	VIII
Capitalization (*see also* Abbreviations)	16
Correct imposition (diagram)	Facing 34
Legends. (*See* Miscellaneous rules.)	

16.24. The figure column is 3 ems wide unless otherwise indicated.

16.25. Thin periods and commas are used in figure columns of indexes.

16.26. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and of indexes.

16.27. In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun; but to save an overrun the page numbers may be run back within an em leader of the entry, with an en quad between the leader and the figures. If the entry makes three or more lines and the last line of figures is not full, a period is used at the end.

If page folios overrun--------- 220,
224, 227, 230, 240
This way to save overruns-- 220, 224,
227, 230, 235, 238, 240, 247, 260

And this way when overrun
folios make two or more lines- 220,
224–225, 230–240, 245, 246, 250–
255, 258, 300.

(For examples of item indentions in reading column of indexes set with leaders, see p. 477.)

16.28. Overrun page numbers are indented 3½ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

16.29. When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indention.

16.30. Examples of block-type indexes:

Example 1

Medical officer, radiological defense, 3
Medicolegal dosage, 44
Military Liaison Committee, 4
Monitoring, 58
  Air, 62
  Personnel, 59
    Civilian, 60
    Military, 59
  Sea, 61
  Ship, 61
Monitors, radiological defense, 3

NEPA, 29
NEPS, project, 30
Neutron(s), 16
  Flux, 41
Nuclear binding energy, 22
Nuclear energy, release of, 23

Example 2

Brazil—Continued
  Exchange restrictions, etc.—Con.
    Williams mission (*see also* Williams, John H., special mission), efforts in connection with exchange control situation, 586–588
  Trade agreement with United States, proposed:
    Draft text, 558–567
    Proposals for—
      Inclusion of clauses relating to exchange control operation, 550, 551, 557;
      Joint United States-Brazilian declaration of policy: Brazilian attitude, 553, 569, 570, 572–574; information concerning, 550, 551, 552

16.31. In index entries the following forms are used:

Brown, A. H., Jr. (*not* Brown, Jr., A. H.)
Brown, A. H., & Sons (*not* Brown & Sons, A. H.)
Brown, A. H., Co. (*not* Brown Co., A. H.)
Brown, A. H., & Sons Co. (*not* Brown & Sons Co., A. H.)

16.32. In a table of contents, where *chapter*, *plate*, or *figure* is followed by a number and period in the first line and cleared in the following lines, an en quad is used after the period in the first line and the periods are alined on the right. Roman numerals, if used, aline on the right.

Chapter   Page
I. Introduction-- I
II. Summary-- 1
VIII. Conclusions-- 7

16.33. Subheads in indexes and tables of contents are centered in the full measure. If such subheads extend into the figure column, the figure column and an equal number of ems on the left are cleared.

16.34. In contents set in combination of two sizes of lightface type, or in combination of boldface and lightface type, all page numbers in figure column will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
Part I. Maintenance of Peace and Security	5
Disarmament	6
Peaceful Uses of Atomic Energy	7

Part I. Maintenance of Peace and Security	5
Disarmament	6
Peaceful Uses of Atomic Energy	7

Part I. Maintenance of Peace and Security	**5**
Disarmament	**6**
Peaceful Uses of Atomic Energy	**7**

NOTES

17. DATELINES, ADDRESSES, AND SIGNATURES

17.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to insure uniformity and good appearance. Street addresses and zone numbers are not to be used. Certain general instructions apply alike to datelines, addresses, and signatures.

General instructions

17.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

17.3. *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 10.33, p. 153.)

17.4. Lines set in caps, caps and small caps, or small caps are spaced with en quads.

Spacing

17.5. A lead is used, unless space is clear, between dateline and text or address, address and text, text and signature, and signature and address. (See examples, rule 17.28, p. 222.)

DATELINES

17.6. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em.

The White House, □ □ □
Washington, D.C., January 1, 1958. □

The White House, *July 30, 1957.* □

Treasury Department, □ □ □ □ □
Office of the Treasurer, □ □ □
Washington, D.C., January 1, 1958. □

Treasury Department, *July 30, 1957.* □

Department of Commerce, □ □ □
July 30, 1958. □

Note.—The U.S. Government Correspondence Manual offers proper forms of addresses, salutations, and closings. (See "Bibliography," p. 3.)

Office of John Smith & Co.,□□□
New York, N.Y., June 6, 1958.□

Washington, *May 20, 1958—10 a.m.*□

Thursday, May 8, 1958—2 p.m.□

January 24, 1958.□

Washington, *November 29, 1957*□□□
[Received December 6, 1957].□

On Board U.S.S. "Connecticut,"□□□
January 21, 1958.□

Office of the Commissioners of the□□□□□
District of Columbia,□□□
Washington, January 6, 1958.□

17.7. Congressional hearings:

MONDAY, OCTOBER 24, 1938 [1]

House of Representatives,□□□□□□□
Subcommittee on Immigration,□□□□□
Committee on the Judiciary,□□□
Washington, January 10, 1958.□

House of Representatives,□□□□□□□
Committee on Merchant Marine□□□□□
and Fisheries,□□□
Washington, D.C.□

U.S. Senate,□□□□□□□
Subcommittee of the Committee□□□□□
on Armed Services,□□□
Washington, D.C.□

Congress of the United States,□□□□□
Joint Committee on Atomic Energy,□□□
Washington, D.C.□

17.8. Datelines at the end of a letter or paper, either above or below signature, are set on left in caps and small caps for the place and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

□Steubenville, Ohio.

□Steubenville, Ohio, *July 1, 1958.*

□Dated July 1, 1958.

□Dated Albany, March 12, 1958.

17.9. Datelines in newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lowercase.

□New York, N.Y., August 21, 1957.—A dispatch received here from * * *.

---

[1] Dates in House hearings on appropriation bills are set on right in 10-point caps and small caps, with a 5-em dash above each date.

ADDRESSES

17.10. Addresses are set flush left at the beginning (or at end in formal usage) of a letter or paper. (See examples, rule 17.28, p. 222.)

17.11. At beginning or at end:

To Smith & Jones and
□Brown & Green, Esqs.,
Attorneys for Claimant
(Attention of Mr. Green).

Hon. John L. McClellan,
U.S. Senate.
Hon. Carroll D. Kearns,
U.S. House of Representatives. (Collective address)

The President,
The White House.

17.12. A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indention.

Hon. Hubert H. Humphrey,
Chairman, Subcommittee on Reorganization of the Committee on Government Opera-
□□*tions, U.S. Senate, Washington, D.C.*

17.13. The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Maj. Gen. Edward M. Markham, Jr., U.S. Army,
Chief of Engineers.

Chief of Engineers, U.S. Army. (Full title, all caps and small caps.)

Maj. Gen. Edward M. Markham,
Chief of Engineers, U.S. Army,
Washington, D.C.

Hon. Ralph R. Roberts,
Clerk of the House of Representatives.

Hon. John L. McClellan,
U.S. Senator, Washington, D.C.

Hon. Charles Potter,
Senate Office Building, Washington, D.C.

The Committee on Appropriations,
House of Representatives.

17.14. General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

17.15. Examples of general addresses when not followed by salutation:

To the Officers and Members of the Daughters of the American Revolution,
□□*Washington, D.C.:*

To the American Diplomatic and Consular Officers:

To Whom It May Concern:

Collectors of Customs:

To the Congress of the United States:

17.16. Example of general address when followed by salutation:

Senate and House of Representatives.
[1 lead]
☐ Gentlemen: You are hereby * * *.

17.17. Examples illustrating other types of addresses:

To the Editor:

To John L. Nelson, *Greeting:*

To John L. Nelson, *Birmingham, Ala., Greeting:*

To the Clerk of the House of Representatives:

Chief of Engineers
(Through the Division Engineer).
[1 lead]
☐ My Dear Sir: I have the honor * * *.
☐ Mr. Reed: I have the honor * * *.
☐ Dear Mr. Reed: I have the honor * * *.

Lt. (jg.) John Smith,
Navy Department:
[1 lead]
☐ The care shown by you * * *.

State of New York,
County of New York, ss:
[1 lead]
☐ Before me this day appeared * * *.

District of Columbia, *ss:*
[1 lead]
☐ Before me this day appeared * * *.

SIGNATURES

17.18. Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 9.52, p. 138.)

17.19. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em. (See examples, rule 17.28, p. 222.)

17.20. The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*; and *2d* following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.

17.21. If name and title make more than half a line, they are set as two lines.

17.22. Two to eight independent signatures, with or without titles, are alined on the left, and the longest name is indented 1 em from the right if no title follows.

W. H. Southerland. ☐
James G. Green.
Wm. C. Wilson.

Warren H. Atherton. ☐ ☐ ☐
Albert J. Hayes.
Thomas C. Kinkaid,
Commander, U.S. Navy (Retired). ☐
David Sarnoff, *Chairman.*

17.23. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ picas or wider; in measures less than 26½ picas, indent 3 and 5 ems.

□□□□□Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,
□□□□□□□Attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,
□□□□□□□Symons & Co.; Harrison Bros. & Co., by George Harrison;
□□□□□□□Hoare, Miller & Co.; Thomas Eaton Co.

17.24. A long title following a signature is set in italic caps and lowercase and is indented 2 and 3 ems on the left and 1 em on the right. These indentions are increased 1 em in measures 30 picas or wider.

□□□Yours truly,
(Signed)□Thomas E. Rhodes,□□□
□□*Special Assistant to the Attorney General, Attorney for Howard Sutherland,*□
□□□*Director, Office of Alien Property, and H. T. Tate, Acting Treasurer.*

17.25. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

17.26. Examples of various kinds of signatures:

United States Improvement Co.,□
By John Smith, *Secretary.*

Texarkana Textile Merchants &□
□Manufacturers' Association,
John L. Jones, *Secretary.*

John L. Penn, *Solicitor,*□□□
Per Frederick Van Dyne,
Assistant Solicitor.□

John W. Smith□□□
(And 25 others).□

John Smith,□□□□□
Lieutenant Governor□□□
(For the Governor of Maine).□

North American Ice Co.,□
G. Y. Atlee, *Secretary.*

Bob,
Robert S. Kerr.□

John [his thumbmark] Smith.□

Clarence Cannon,
August H. Andresen,
Managers on the Part of the House.□
[1 lead]
Carter Glass,
Carl Hayden,
Managers on the Part of the Senate.□

□I am, very respectfully, yours,
(Signed)□Fred C. Kleinschmidt,□□□
Assistant Clerk, Court of Claims.□

□I have the honor to be,
□□□Very respectfully, your obedient servant,
(Signed)□John R. King,
(Typed)□John R. King,□□□
Secretary.□
or
(S) John R. King,
John R. King,□□□
Secretary.□

□Hoping to hear from you soon, I have the honor to be,
□□□Very respectfully, your obedient servant,
Henry L. Jones, M.D.□

Mary J. Jones
Mrs. Henry T. Jones.□

□Attest:
Richard Roe, *Notary Public.*□

□By the Governor:
Nathaniel Cox, *Secretary of State.*□

□Approved.
John Smith, *Governor.*□

□By the President:
Cordell Hull,□□□
Secretary of State.□

□On behalf of the Philadelphia Chamber of Commerce:
Geo. W. Philips.□
Saml. Campbell.

□Respectfully submitted.
L. A. Wright, *U.S. Indian Agent.*□

□□□Yours truly,
Capt. James Staley, Jr.,□□□
Superintendent.□

□□□Respectfully yours,
J. B. Ellis.□

□□□Very respectfully,
A. F. Caldwell, *U.S. Indian Agent.*□

17.27. In quoted matter:

□□□"Very respectfully,
"M. T. Jenkinson.□
"Albert Ward."

17.28. Examples of various kinds of datelines, addresses, and signatures:

Washington, D.C., *September 16, 1958.*□
Mr. William E. Jones, Jr.,
Special Assistant to the Attorney General, Attorney for Howard Sutherland, Director,
□□*Office of Alien Property.*
[1 lead]
□Dear Mr. Jones: In reply to your letter * * *.
□□□Yours truly,
(Signed)□Thomas E. Rhodes,□□□
□□*Special Assistant to the Attorney General, Attorney for Howard Sutherland,*□
□□□*Director, Office of Alien Property.*
[2 leads]
□P.S.—A special word of thanks to you from J. R. Brown for your fine help.
[1 lead]
T. E. R.□

Lincoln Park, Mich., *February 15, 1957.*□
[1 lead]
Re Romeo O. Umanos, Susanna M. Umanos, case No. S–254, Immigration and
□□Naturalization Service, application pending.
[1 lead]
Hon. Francis E. Walter,
Chairman, Subcommittee on Immigration,
Committee on the Judiciary, Washington, D.C.
[1 lead]
□Dear Mr. Walter: You have for some time * * *.
□□□Sincerely yours,
Charles A. Brandt,□□□
Architectural Designer.□

Hon. Francis E. Walter,
Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House
□□*of Representatives, Washington, D.C.*
[1 lead]
□Dear Mr. Walter: You have for some time * * *.

U.S. Department of Commerce,□□□□□
Weather Bureau,□□□
Washington, March 3, 1958.□

Hon. Charles E. Chamberlain,
House of Representatives,
Washington, D.C.

Dear Mr. Chamberlain: We will be glad to give you any further information desired.
□□□Sincerely yours,
F. W. Reichelderfer,□□□
Chief of Bureau.□

New York, N.Y., *February 10, 1958.*□
[1 lead]
To: All supervisory employees of production plants, northern and eastern divi-
□□sions, New York State.
From: Production manager.
Subject: Regulations concerning vacations, health and welfare plans, and wage
□□contract negotiations.
[1 lead]
□It has come to our attention that the time * * *.

Washington, D.C., *May 16, 1952.*□

The Honorable the Secretary of the Navy.
[1 lead]
□Dear Mr. Secretary: This is in response to your letter * * *.
□□□Very sincerely yours,
[seal] Harry S. Truman.□

East Lansing, Mich., *June 10, 1955.*□
To Whom It May Concern:
[1 lead]
□I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine character. He has been employed * * *.
□Wishing you success in your difficult and highly important job, we are,
□□□Sincerely yours,
Elwin J. Gleason.
Mildred T. Gleason.□

March 10, 1958.□

Hon. James O. Eastland,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, D.C.
[1 lead]
□Dear Senator: In response to your request for a report relative to * * *.
□□□Sincerely,
J. M. Swing, *Commissioner.*□

Veterans' Administration,□□□□□□□
Office of the Administrator of□□□□□
Veterans' Affairs,□□□
Washington, D.C.□

Hon. John L. McClellan,
Chairman, Committee on Government Operations,
U.S. Senate, Washington, D.C.
[1 lead]
□Dear Senator McClellan: Further reference is made to your reply * * *.
□□□Sincerely yours,
John S. Patterson,□□□□□□□
Deputy Administrator□□□□□
(For and in the absence of□□□
H. V. Higley, Administrator).□

Tokyo, Japan, *November 13, 1952.*□
U.S. Department of Justice,
Immigration and Naturalization Service,
Detroit, Mich.
[1 lead]
□Gentlemen: This letter will testify to the personal character * * *.
□□□Very truly yours,
Mrs. Grace C. Lohr,□□□□□
Inspector General Section, HQ, AFFE,□□□
APO 343, San Francisco, Calif.□

17.29. The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is indented 1 em from left; if in personal signature, put at right and indent 1 em. Place 1-em quad between seal and signature. The word *seal* is to be set in small caps and bracketed.

□[SEAL] Richard Roe,□□□
Notary Public.□

J. M. Wilber.□[SEAL]□

Bartlet, Robins & Co.□[SEAL]□

□Done at the city of Washington this
16th day of May in the year of our Lord
nineteen hundred and fifty-two,
[SEAL]□and of the independence of the
United States of America the
one hundred and seventy-sixth.
Harry S. Truman.□

□Done at the city of Washington this 16th day of May in the year of our Lord
nineteen hundred and fifty-two, and of the independence of the United
□[SEAL]□States of America the one hundred and seventy-sixth.
Harry S. Truman.□

18. COURTWORK

(See also Capitalization; General Instructions; Italic)

18.1. Courtwork differs in style from other work only as set forth in this section; otherwise the style prescribed in the preceding sections will be followed.

Supreme Court records

18.2. Paragraphs are made of answers in Q. and A. matter.

18.3. The folio number is flush in the same line as the first word of the folio and in a cut-in 3 ems square (unless there are 10 points of white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading. (See p. 232.)

18.4. A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

18.5. Copy is followed literally, including capitalization (initial capitalization of words), punctuation (including compounding), and obscene language, but not italic.

18.6. Italic letters are used only to indicate errors in spelling (for example, *c*urely for surely), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms. These and errors in syntax are not corrected. Roman letters are used to indicate errors in words set in italic.

18.7. In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on; boot* for *boat*), it is not changed nor set in italic.

18.8. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

18.9. An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations, the period is used instead of an apostrophe.

18.10. Doublets are indicated by italicizing the repeated words or lines.

18.11. A 3-em quad is used to indicate the omission of one or more words.

18.12. The names of vessels are set in roman, quoted.

18.13. The titles of cases are set in roman, including the abbreviation of *versus*.

18.14. The word *The* is capitalized in names of legal cases as follows:

the said The B. & O. RR. Co.
The Sun v. The Globe
The City of Washington v. The B. & O. RR. Co.
the defendant, The Davies County Bank

18.15. Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy preparers should make only necessary marks thereon, and those lightly, with a soft pencil. Cut-in folios should not be indicated on copy. All instructions are entered on the preparer's instruction sheet. The folio numbers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lowercase letters (e.g., J. 12345a, J. 12345b, etc., to the end).

18.16. Preparers must indicate on the instruction sheet such information as 11-point type, solid or leaded, cut-in folios, etc.

18.17. The following abbreviations of the names of reporters are used in citations of U.S. Supreme Court Reports:

Abbreviation	*Name*
Cr.	Cranch
Dall. or Dal.	Dallas
How.	Howard
Pet.	Peters
U.S.	U.S. Reports
Wall.	Wallace
Wheat.	Wheaton

Briefs, decisions, exhibits, and opinions of other courts

18.18. In general, copy is printed "Fol., incl. caps and punct."

18.19. In opinions of the Court of Claims, the U.S. Court of Appeals for the District of Columbia, and all circuit courts of appeals, copy is followed, including capitalization. Titles of legal cases are italicized.

18.20. Single punctuation is used in citations wherever possible.

18.21. The STYLE MANUAL is followed in testimony in Court of Claims transcripts of evidence.

18.22. The spelling of Indian names is followed in the use of hyphens, accent marks, and spaces.

18.23. Superior letters are not used in abbreviations unless so indicated by the copy preparer.

18.24. Copy is followed as to use of the singular or plural possessive referring to the United States as claimant or claimants, defendant or defendants, etc. However, if conflicting forms are used in copy, they are made uniform, either singular or plural.

claimant's brief *or* claimants' brief
appellee's exhibits *or* appellees' exhibits

18.25. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

18.26. When *Question* and *Answer* are spelled out in copy, set in separate paragraphs.

18.27. In National Labor Relations Board transcript, the contracted forms *Q.* and *A.* are always used, run in, and the question and its answer are connected by an em dash.

18.28. If questions are numbered and the numbers with periods precede the questions, an en quad is used after the number; otherwise use 5-em space.

18.29. The words *infra* and *supra* are italicized. Copy is followed for the use of italic in Latin legal terms and abbreviations, in addition to italic used for emphasis.

18.30. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendant* and *appellee.*

18.31. In the titles of cases copy is followed as to use of figures and abbreviations.

18.32. Abbreviations in names of legal cases are to be followed literally in all classes of work.

18.33. The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used, except the word *case*, which is set in italic only when so indicated in copy.

Defendant John Smith; *but* the defendant, John Smith.
The *Legal Tender* cases
In Clarke's case, the court said * * *
In the case of Clarke
Clarke's case (14 How. 14)
WALLACE, J., delivered the opinion
Brown's case, 14 Hun 14 (N.Y. 1838)
In *Roe* v. *Doe*, the court ruled * * *
In *Ex parte 74*, the court said * * *
(*Ex parte 74*, 58 I.C.C. 220)
In the *Fifteen Percent Rate Increase* case, the court decided * * *
In the case of Jones against Robinson. (A general or casual reference to a case)
In *Jones* v. *Robinson*, 122 U.S. 329 (1929)
In *In re Robinson*, 19 Wall. (18 U.S.) 304 (1910), the Court * * *
John Brown, Jr. v. *Edwin Smith*
Smith & Brown, Inc. v. *Commissioner*
Commissioner, etc. v. *Klein Chain Co.*
Dunham Towing & Wrecking Co. v. *Bassett* (the *Aksel Monson* case)
United States v. *12 Diamond Rings*
The United States v. *Forty Hogsheads of Tobacco*
Stat., Rev. Stat., Stat. L., or R.S., as written
Bowman Act, 22 Stat. 50 (1939)
Act of August 5, 1953 (67 Stat. 588; 18 U.S.C. 1162 (*or* U.S.C., title 18, sec. 1162))
Act of August 5, 1882, Supp. Rev. Stat. sec. [*or* §] 284; Rev. Stat. sec. [*or* §] 15
Public Law 250, 84th Cong., 2d sess. (67 Stat. 623)
Public Law 85–143, Aug. 14, 1957
30 U.S.C., 1952 ed., Supp. II, sec. 184
(C.A.D.C. 1941) [Appeals, Dist. of Columbia]
(D.D.C. 1955) [District Court, Dist. of Columbia]
164 Fed. 205 (N.D. W. Va. 1949)
117 F. Supp. 463 (N.D. Del. 1949)
9 Pac. 735 (Mont. 1935)
9 P. 2d 1095 (Wash. 1932)
44 Atl. 317 (Del. 1899)
37 A. 2d 10 (Del. 1944)
259 S.W. 57 (Mo. 1957)
14 Fed. Cas. 143, No. 7621 (C.C.N.D. Ill. 1876)
34 Comp. Gen. 230 (1954)
132 Ct. Cl. 645 (1955)
43 CFR 192.14 [Code of Federal Regulations]
43 CFR, 1940 ed., 192.14
43 CFR, 1940 ed., Cum. Supp., 19.14
21 F.R. 623 [Federal Register]
United States v. *Eller*, 114 F. Supp. 284 (N.D.N.C.), *rev'd* 208 F. (2d) (or (2) (*but* do not supply parentheses on "2d" if not in copy)) 716 (4th Cir. 1953), *cert. denied*, 347 U.S. 934 (1954)
United States ex rel. Smith v. *Jones*
In the Matter of Jones
8 Wigmore, *Evidence* § 2195 (3d ed. 1940)
Cf. Thomas v. *Jones, supra*
Smith et al. v. *Jones, infra*

18.34. In citations of single lines, the period is inserted at the end of each line.

18.35. If citations are run in, semicolons are used.

18.36. The following forms show punctuation and spacing required:

1. X Q.
X Ques. 1.
1. Add. direct.
2. R.D.Q.
3. R.R.D.Q.
3. Re D.Q.
2. Re-R.D.Q.
4. R. X Q.
Re X Q. 1.
R. X Int. 1.
24. X Int.
X Int. 1.
X 20.
24. X.
24. Q.
24. Question.
X Q. 1.
24. Int.
5 Re X Q.
Re-R. X Q. 5.
24th. Cross-ques.
46th. Cross-int.
46. Cross-int.
46. Cross-ques.
46. C. Int.
46th. C. Int.
Answer to cross-int. 1.
Question 1.

18.37. When spelled out, use the following forms:

cross-examination
cross-interrogatory
re-cross-examination
redirect examination
re-redirect examination

18.38. Use brackets to enclose words interpolated by stenographer into or at the end of remarks of a witness.

18.39. Use parentheses for parenthetic phrases or sentences; also to enclose interpolated words following name, *Question* or *Answer*, or *Q.* or *A.*

18.40. If the entire sentence is in parentheses or brackets, the punctuation should be within the parentheses or brackets.

18.41. The following examples illustrate the use of brackets, parentheses, other punctuation, and spacing:

At end of sentence: [Laughter.]; within sentence: [laughter]
The paper was as follows [reads]:
I do not know. [Continues reading:]
The CHAIRMAN (to Mr. Smith).
Mr. KELLEY (to the chairman).
SEVERAL VOICES. Order!
The WITNESS. He did it that way [indicating].
[2 leads]
□□□By the COMMISSIONER:
[1 lead]
Q. Do you know these men [handing witness a list]?
(Objected to.)
A. [After examining list.] Yes; I do.
Q. Did you see——A. No, sir.
Q. [Interrupting.] But why?—A. I really cannot say.
Q. What did you say?—A. It was the *City of Para*.
Q. The *City of* what? Did you say *Paris?*—A. No; I said *City*——
Q. Well, *Paris* or *Para;* it does not matter.
Question [continuing].
Answer [reads].
[2 leads]
□□□By Mr. SMITH:
[1 lead]

18.42. In text, a parenthetic citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise; but if a sentence contains more than one parenthetic reference, the one at the end is placed before the period.

This statement is made by the defendant. (See exhibit 1.)
This statement is made in the claimant's brief (p. 65).
This statement is made by the defendant (exhibit 1), but its accuracy is open to doubt (see exhibit 29).
That case has *not* been decided. [Italic ours.]

18.43. Only one cut-in is used in courtwork. Text matter that is an excerpt from law or a citation of language used as an argument and not a part of the brief proper is indented 3 ems. Other matter that follows a colon is either quoted or separated from preceding indented matter by 3 leads.

18.44. Footnote matter following a colon does not indent. It is quoted and set full measure.

18.45. All footnotes in 12-point briefs are set 10-point leaded, and extracts in footnotes are set full measure and are quoted.

18.46. The following differences in capitalization and in the use of quotation marks should be noted:

The said paper was marked "Defendant's Exhibit No. 4" (exact title).
The defendant's exhibit No. 4 was thereupon placed on file.

18.47. The following capitalization is followed in all courtwork:

Circuit Court
Circuit Court for the Southern District
Circuit Court of the United States for the Southern District of New York
County Court
Court of Appeals
Court of Customs and Patent Appeals
Court of Claims
District Court
Emergency Court of Appeals
John Smith, U.S. marshal for the Northern District
Southern District
Sixth Circuit
Superior Court
Supreme Bench
Tax Court

18.48. Unless otherwise indicated, covers and captions in briefs are single leaded at all times. Signatures are also single leaded, even in briefs set double leaded.

[Cover for briefs]

No. 738

In the Supreme Court of the United States

October Term, 1938

Big Lake Oil Company, petitioner
[3 leads]
v.
[3 leads]
. B. Heiner, Collector of Internal Revenue for the
Twenty-third District of Pennsylvania

N PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Caption for briefs]

In the Supreme Court of the United States

October Term, 1938

No. 738

Big Lake Oil Company, petitioner
v.
. B. Heiner, Collector of Internal Revenue for the
Twenty-third District of Pennsylvania

N PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Cover for Circuit Court briefs]

No. 11266

In the[1] United States Court of Appeals for the[1] Sixth Circuit

[Case number is carried at this point in captions over text]

NATIONAL LABOR RELATIONS BOARD, PETITIONER
v.
S. H. KRESS & COMPANY, RESPONDENT

ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE NATIONAL LABOR RELATIONS BOARD[2]

BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD[3]

GEORGE J. BOTT,[4]
General Counsel,
SAMUEL M. SINGER,
ROBERT G. JOHNSON,
Attorneys,
National Labor Relations Board.

To be argued by:
MARCEL MALLET-PREVOST,
Attorney.[5]

---

[1] "In the" and "for the" are not used in briefs for the Tenth Circuit, except for Tax Division briefs, in which these words are to be supplied. They are also to be supplied in briefs for all other circuit courts.

[2] In briefs for Second Circuit, set in 10-point italic.

[3] In briefs for Second Circuit, set in case 132 if 1 line and in case 212 to avoid 2 lines.

[4] In briefs for Second Circuit, set name in 12-point caps and small caps and title in italic.

[5] In Second Circuit briefs, set in 12-point.

NOTES

1. Unless otherwise specified (see note 4), all courtwork is set 25 picas wide, 12-point double leaded, except briefs (including cover) which may be set 11-point single leaded to avoid excess length. Transcripts are set 11-point single leaded, including cover.
2. Indexes for 12-point briefs are set 10-point single leaded; 11-point briefs, 8-point leaded.
3. Footnotes for 12-point briefs are set in 10-point; 11-point briefs, 8-point footnotes.
4. Tenth Circuit briefs are set 30 picas wide.
5. Tables are set 6-point leaded, with 6-point solid boxheads.

[Cover for briefs]

No. 49112

In the United States Court of Claims

OTIS THORNTON, INDIVIDUALLY, AND OTIS THORNTON AS THE SURVIVING MEMBER OF AND IN BEHALF OF BOSWELL-KAHN-THORNTON COMMISSION CO. AND KAHN AND THORNTON COMMISSION CO., PLAINTIFF

v.

UNITED STATES OF AMERICA, DEFENDANT

BRIEF FOR THE UNITED STATES

HOLMES BALDRIDGE,
Assistant Attorney General.
ANDREW D. SHARPE,
ELLIS N. SLACK,
Special Assistants to the Attorney General.
JOHN A. REES,
Attorney.

BREAKDOWN OF DISPLAY HEADS IN BRIEFS

Supreme Court

CASE 2 CAPS

I

12-POINT SMALL CAPS

10-POINT SMALL CAPS

10-point lowercase italic

10-point lowercase

12-point lowercase italic (run-in sidehead)

Circuit courts

CASE 2 CAPS

I. Case 131 lowercase

A. Case 130 lowercase

1. *Case 130 lowercase italic* **(with roman figure "1")**

a. *12-point lowercase italic* (centered or run-in sidehead)

12-point lowercase (centered or run-in sidehead)

[Cover for briefs]

BRIEF FOR RESPONDENT

United States Court of Appeals

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 10530

IDAHO POWER COMPANY, PETITIONER

v.

FEDERAL POWER COMMISSION, RESPONDENT

ON PETITION TO REVIEW ORDERS OF THE FEDERAL POWER COMMISSION

BRADFORD ROSS,
General Counsel.
WILLARD W. GATCHELL,
Assistant General Counsel.
JOHN C. MASON,
Attorney,
Counsel for Respondent,
Federal Power Commission, Washington, D.C.

EXAMPLES OF CUT-IN AND RUN-IN FOLIOS

11 In Supreme Court of District of Columbia

---

be considered, in justice and equity as a loss sustained by the corpo-
□□□ration in producing or in preparing to produce pyrites.
25 The respondent says that the Secretary of the Interior did hear,
consider, and determine that question, and that he found as a
matter of fact that the Pratts were entitled to receive the * * *.

---

[224]□LONNIE SMETHERS (Board witness).

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[225] DIRECT EXAMINATION

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[107]□□□By Mr. SMITH:

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[126]□Q. Did you ever see Mr. Dougherty or Mr. Gullion come out?

Q. Then, it is your testimony, is it, that the time you got up, and the machinery was shut down?—[109] A. Yes, sir.

Q. Yes; tell us about it?—A. We started out with a certain number, I believe it was 12 packers * * * Gullion would [127] hire them * * *.

---

he had been doing in the past, and that was about where that conversa-[204]tion was left; and so far as the office employees are * * *.

[Cover for briefs]

In the United States Court of Customs and Patent Appeals

PATENT APPEAL NO. 5648

In re Harker H. Hittson—Improvement in Road Grader

BRIEF FOR THE COMMISSIONER OF PATENTS

W. W. COCHRAN,
Solicitor, United States Patent Office.

E. L. REYNOLDS,
Of Counsel.

[Supreme Court decisions]

SUPREME COURT OF THE UNITED STATES

No. 295.—October Term, 1950.

Colonel Henry S. Robertson, President, Army Review Board, Petitioner, *v.* Robert H. Chambers.	On Writ of Certiorari to the United States Court of Appeals for the District of Columbia Circuit.

[April 9, 1951.]

Mr. Justice Douglas delivered the opinion of the Court.

Respondent, a former captain in the Army, was honorably discharged for physical disability and without retirement pay, as the result of a decision by an Army Retiring

[Court of Claims—Reports [1]]

In the United States Court of Claims

No. 43408

(Filed)

JAMES C. R. SCHWENCK v. THE UNITED STATES

REPORT OF COMMISSIONER

To the honorable the CHIEF JUDGE AND ASSOCIATE JUDGES OF THE UNITED STATES COURT OF CLAIMS:

Pursuant to the order of reference in the above-entitled case the undersigned commissioner herewith makes the following report of his findings of fact:

1. During the times involved herein plaintiff held the rank of captain, United States Army.

[Supreme Court—Transcripts of record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1938

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS, AND AGENT UNDER SECTION 206 OF TRANSPORTATION ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE ESTATE OF JESSE GREEN, DECEASED

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME COURT OF THE STATE OF MISSISSIPPI

INDEX

[Set index in 8-point leaded]

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[1] Decisions follow same general style.

[Opinions—U.S. Court of Appeals for the District of Columbia]

United States Court of Appeals
[3 leads]
FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 6430

Robert N. Harper, appellant
[3 leads]
v.
[3 leads]
Augustus P. Crenshaw, Jr., and Jo V. Morgan, as Administrators of the Estate of Augustus P. Crenshaw, Deceased; George W. Lipscomb; et al.

Appeal from the United States District Court for the District of Columbia

Argued October 16, 1937—Decided January 20, 1938

William C. Sullivan, of Washington, D.C., for appellant.

George C. Gertman, *Roger J. Whiteford*, *Arthur P. Drury*, *Hugh Hay O'Bear*, *James O'D. Moran*, *A. Coulter Wells*, *W. N. Tobriner*, *Leon Tobriner*, *Selig C. Brez*, *Benjamin S. Minor*, and *H. Prescott Gatley*, all of Washington, D.C., for appellees.

Before Martin, Chief Justice, and Robb, Van Orsdel, Groner, and Stephens, Associate Justices [1]

MARTIN, *Chief Justice:* This appeal is taken from an order and decree of the lower court sustaining a motion to dismiss the bill of complaint filed in that court by the appellant as plaintiff against the various appellees as defendants.

In the bill the plaintiff, Harper, alleges in substance that * * *

* * * * * * *

Reversed and remanded.

A true copy.
Test: [2]

[2 slugs]
Clerk, U.S. Court of Appeals
for the District of Columbia.

---

[1] *C.J.* and *JJ.* when in copy.

[2] As in copy.

Note.—Headings will be prepared in accordance with this sample, and copy of opinion proper will be ollowed literally, but titles of cases will be italicized, using roman "v." for *versus*. Quotations, which in the opy are indented, will be set in 8 point, full measure, enclosed in quotation marks if so in copy. Do not ut or mutilate copy in any way.

[Opinions—Circuit Courts of Appeals, all circuits]

UNITED STATES COURT OF APPEALS FOR THE[1] FOURTH CIRCUIT

No. 3747

THE UNITED STATES OF AMERICA, APPELLANT

[3 leads]

v.

[3 leads]

LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND MAE EARWOOD, APPELLEES

Appeal from the District Court of the United States for the Southern District of West Virginia, at Huntington. At law

Argued January 14, 1938—Decided April 2, 1938[2]

March 22, 1938[2]

Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District Judge

Mr. W. N. Ivie, U.S. Attorney (*Mr. Cleveland Cabler*, Regional Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant U.S. Attorney, were with him on the brief), for appellant.

Mr. W. R. Donham and *Mr. W. W. Shepherd* filed brief for appellees.

Opinion of the court [3]

NORTHCOTT, *Circuit Judge:* This is an action at law brought in the District Court of the United States for the Southern District of West

* * * * * * *

The judgment is reversed and the cause is remanded for further and not inconsistent proceedings.

Affirmed.

A true copy.
Teste: [2]

[Two slugs]

Clerk of the U.S. Circuit Court of
Appeals for the Fourth Circuit.

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[1] Supply "for the" when not in copy.
[2] As in copy.
[3] Do not supply if not in copy.

19. USEFUL TABLES

GEOLOGIC TERMS

[With suggestions by U.S. Geological Survey]

For the capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The examples listed below illustrate common usage. 'Coal Measures" has been used to indicate those strata of the Carboniferous systems which contain coal, and if the term is used in a common-noun sense, it is not capitalized or quoted. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed.* The adjectives upper, middle, and lower are capitalized only as indicated in the list (Upper Devonian, lower Tertiary) and where capitalized in quotations ("The Lower Tertiary rocks are thick"). Such common nouns as formation, member, group, system, series, arch, anticline, syncline, dome, uplift, basin, terrace, and moraine are not capitalized even if preceded by a name: Morrison formation, Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin, Jeddito terrace, Shelbyville moraine, etc.

- Atoka
- Cambrian:
  - Lower
  - Middle
  - Upper
- Carboniferous systems
- Cenozoic
- Chester
- "Coal Measures"
- Cretaceous:
  - Lower
  - Upper
- Des Moines
- Devonian:
  - Lower
  - Middle
  - Upper
- Eocene:
  - lower
  - middle
  - upper
- glacial:
  - interglacial
  - postglacial
  - preglacial
- Guadalupe
- Jurassic:
  - Lower
  - Middle
  - Upper
- Kinderhook
- Leonard
- Meramec
- Mesozoic:
  - pre-Mesozoic
  - post-Mesozoic
- Miocene:
  - lower
  - middle
  - upper
- Mississippian:
  - Lower
  - Upper
- Missouri
- Morrow
- Ochoa
- Oligocene:
  - lower
  - middle
  - upper
- Ordovician:
  - Lower
  - Middle
  - Upper
- Osage
- Paleocene
- Paleozoic
- Pennsylvanian:
  - Lower
  - Middle
  - Upper
- Permian
- Pleistocene
- Pliocene:
  - lower
  - middle
  - upper
- Precambrian
- Proterozoic
- Quaternary
- red beds
- Recent
- Silurian
  - Lower
  - Middle
  - Upper
- Tertiary
- Triassic:
  - Lower
  - Middle
  - Upper
- Virgil
- Wolfcamp

PHYSIOGRAPHIC TERMS

[With suggestions by U.S. Geological Survey]

The following list of physical divisions of the United States has been approved oy the Association of American Geographers and should be used as a guide to apitalization. The general terms *province* and *section,* used in the commonioun sense, are not capitalized; the other terms are proper names and are herefore capitalized.

PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
aurentian Upland	Superior Upland	
tlantic Plain	Continental Shelf	
	Coastal Plain	Embayed section. Sea Island section. Floridian section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.

PHYSICAL DIVISIONS OF THE UNITED STATES—*Continued*

Major division	Province	Section
Appalachian Highlands	Piedmont province	Piedmont Upland.
		Piedmont Lowland.
	Blue Ridge province	Northern section.
		Southern section.
	Valley and Ridge province	Tennessee section.
		Middle section.
		Hudson Valley.
	St. Lawrence Valley	Champlain section.
		Northern section.
	Appalachian Plateaus	Mohawk section.
		Catskill section.
		Southern New York section.
		Allegheny Mountain section.
		Kanawha section.
		Cumberland Plateau.
		Cumberland Mountain section.
	New England province	Seaboard Lowland.
		New England Upland.
		White Mountain section.
		Green Mountain section.
		Taconic section.
	Adirondack province	
Interior Plains	Interior Low Plateaus	Highland Rim.
		Lexington Plain.
		Nashville Basin.
	Central Lowland	Eastern lake section.
		Western lake section.
		Wisconsin Driftless section.
		Till Plains.
		Dissected Till Plains.
		Osage Plains.
	Great Plains	Missouri Plateau, glaciated.
		Missouri Plateau, unglaciated.
		Black Hills.
		High Plains.
		Plains Border.
		Colorado Piedmont.
		Raton section.
		Pecos Valley.
		Edwards Plateau.
		Central Texas section.
Interior Highlands	Ozark Plateaus	Springfield-Salem plateaus.
		Boston "Mountains."
	Ouachita province	Arkansas Valley.
		Ouachita Mountains.
Rocky Mountain System	Southern Rocky Mountains	
	Wyoming Basin	
	Middle Rocky Mountains	
	Northern Rocky Mountains	
Intermontane Plateaus	Columbia Plateaus	Walla Walla Plateau.
		Blue Mountain section.
		Payette section.
		Snake River Plain.
		Harney section.
	Colorado Plateaus	High Plateaus of Utah.
		Uinta Basin.
		Canyon Lands.
		Navajo section.
		Grand Canyon section.
		Datil section.
	Basin and Range province	Great Basin.
		Sonoran Desert.
		Salton Trough.
		Mexican Highland.
		Sacramento section.
Pacific Mountain System	Sierra-Cascade Mountains	Northern Cascade Mountains.
		Middle Cascade Mountains.
		Southern Cascade Mountains.
		Sierra Nevada.
	Pacific Border province	Puget Trough.
		Olympic Mountains.
		Oregon Coast Range.
		Klamath Mountains.
		California Trough.
		California Coast Ranges.
		Los Angeles Ranges.
	Lower Californian province	

PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.
First, second, etc., guide meridian.
First, second, etc., principal meridian.
Auxiliary (first, second, etc.) meridian.
Ashley guide meridian. (Utah.)
Beaverhead guide meridian. (Mont.)
Belt Mountain guide meridian. (Mont.)
Big Hole guide meridian. (Mont.)
Bitterroot guide meridian. (Mont.)
Black Hills base line. (S. Dak.)
Black Hills guide meridian. (S. Dak.)
Boise meridian. (Idaho.)
Boulder guide meridian. (Mont.)
Browning guide meridian. (Mont.)
Buffalo Creek guide meridian. (Mont.)
Carson River guide meridian. (Nev.)
Castle Valley guide meridian. (Utah.)
Chickasaw meridian. (Miss.)
Choctaw base line. (Miss.)
Choctaw meridian. (Miss.)
Cimarron meridian. (Okla.)
Colorado guide meridian. (Utah.)
Columbia guide meridian. (Wash.)
Colville guide meridian. (Wash.)
Copper River meridian. (Alaska.)
Coulson guide meridian. (Mont.)
Deer Lodge guide meridian. (Mont.)
Deschutes meridian. (Oreg.)
Emery Valley guide meridian. (Utah.)
Fairbanks meridian. (Alaska.)
Flathead guide meridian. (Mont.)
Fort Belknap guide meridian. (Mont.)
Fremont Valley guide meridian. (Utah.)
Gila and Salt River meridian. (Ariz.)
Grand River guide meridian. (Utah.)
Grande Ronde guide meridian. (Oreg.)
Green River guide meridian. (Utah.)
Haystack Butte guide meridian. (Mont.)
Helena guide meridian. (Mont.)
Henry Mountain guide meridian. (Utah.)
Horse Plains guide meridian. (Mont.)
Humboldt meridian. (Calif.)
Humboldt River guide meridian. (Nev.)
Huntsville meridian. (Ala.-Miss.)
Indian meridian. (Okla.)
Jefferson guide meridian. (Mont.)
Judith guide meridian. (Mont.)
Kanab guide meridian. (Utah.)
Kolob guide meridian. (Utah.)
Little Porcupine guide meridian. (Mont.)
Louisiana meridian. (La.)
Maginnis guide meridian. (Mont.)
Michigan meridian. (Mich.-Ohio.)
Mount Diablo base line. (Calif.-Nev.)
Mount Diablo meridian. (Calif.-Nev.)
Musselshell guide meridian. (Mont.)
Navajo base line. (Ariz.-N. Mex.)
Navajo meridian. (Ariz.-N. Mex.)
New Mexico guide meridian. (N. Mex.-Colo.)
New Mexico principal meridian. (N. Mex.-Colo.)
Panguitch guide meridian. (Utah.)
Passamari guide meridian. (Mont.)
Pine Valley guide meridian. (Utah.)
Principal meridian. (Mont.)
Red Rock guide meridian. (Mont.)
Reese River guide meridian. (Nev.)
Ruby Valley guide meridian. (Nev.)
St. Helena meridian. (La.)
St. Stephens base line. (Ala.-Miss.)
St. Stephens meridian. (Ala.-Miss.)
Salt Lake meridian. (Utah.)
San Bernardino base line. (Calif.)
San Bernardino meridian. (Calif.)
Sevier Lake guide meridian. (Utah.)
Seward meridian. (Alaska.)
Shields River guide meridian. (Mont.)
Smith River guide meridian. (Mont.)
Snake Valley guide meridian. (Utah.)
Square Butte guide meridian. (Mont.)
Sweet Grass guide meridian. (Mont.)
Tallahassee meridian. (Fla.)
Teton guide meridian. (Mont.)
Uinta special meridian. (Utah.)
Ute principal meridian. (Colo.)
Valley Creek guide meridian. (Mont.)
Wah Wah guide meridian. (Utah.)
Washington meridian. (Miss.)
Willamette meridian. (Oreg.-Wash.)
Willow Springs guide meridian. (Utah.)
Wind River meridian. (Wyo.)
Yantic guide meridian. (Mont.)
Yellowstone guide meridian. (Mont.)

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Afghanistan	King (Shah)	Parliament: Senate, National Assembly.	Kingdom	Kābul.
Albania	President of Presidium of People's Assembly.	People's Assembly (unicameral).	People's Republic of Albania.	Tirana (Tiranë).
Algeria	Premier	National Assembly (unicameral).	Republic	Algiers.
Andorra	First Syndic	General Council of the Valleys	Coprincipality.	Andorra.
Argentina	President	Congress: Senate, Chamber of Deputies.	Republic	Buenos Aires.
Australia	Queen (represented by Governor General).	Federal Parliament: Senate, House of Representatives.	Commonwealth.	Canberra.
Austria	President	Parliament: Federal Council (Bundesrat), National Council (Nationalrat).	Federal Republic.	Vienna (Wien).
Belgium	King	Parliament: Senate, Chamber of Representatives.	Kingdom	Brussels (Bruxelles, Brussel).
Bhutan	Maharaja	Absolute monarchy	do	Thimbu.
Bolivia	President	National Congress: Chamber of Senators, Chamber of Deputies.	Republic	Sucre, capital; La Paz, seat of government.
Brazil	do	National Congress: Federal Senate, Chamber of Deputies.	do	Brasília.
British Commonwealth of Nations.[1]				
Bulgaria	President of Presidium of National Assembly.	National Assembly (unicameral).	People's Republic of Bulgaria.	Sofia (Sofiya).
Burma	President	Parliament	Union	Rangoon.
Burundi	King (Mwami)	Legislative Assembly (unicameral).	Kingdom	Usumbura.
Cambodia	King and Queen jointly.	Parliament consisting of National Assembly and Council of Kingdom.	do	Phnom Penh.
Cameroon	President	National Federal Assembly (unicameral).	Republic	Yaoundé.
Canada	Queen (represented by Governor General).	Parliament: Senate, House of Commons.	Parliamentary state.	Ottawa.
Central African Republic.	President	Assembly (unicameral)	Republic	Bangui.
Ceylon	do	Parliament: Senate, House of Representatives.	Parliamentary state.	Colombo.
Chad	do	National Assembly (unicameral).	Republic	Fort-Lamy.
Chile	do	National Congress: Senate, Chamber of Deputies.	do	Santiago.
China	do	Legislative Yuan (Legislative Assembly).	do	Taipei (conventional), T'ai-pei (Chinese), Taiwan (Formosa), seat of government.
Colombia	do	Congress: Senate, Chamber of Representatives.	do	Bogotá.
Congo, Republic of	do	National Assembly (unicameral).	do	Brazzaville.
Congo, Republic of the.	do	Parliament: Chamber of Representatives, Senate.	do	Léopoldville.
Costa Rica	do	Legislative Assembly (unicameral).	do	San José.
Cuba	do	Congress: Senate, Chamber of Representatives.	do	Havana (La Habana).
Cyprus	do	House of Representatives	do	Nicosia.
Czechoslovakia	do	National Assembly (unicameral).	Socialist Republic.	Prague (Praha).
Dahomey	do	do	Republic	Porto Novo.
Denmark	King	Parliament (Folketinget) (unicameral).	Kingdom	Copenhagen (København).
Dominican Republic.	President	Congress: Senate, Chamber of Deputies.	Republic	Santo Domingo.
Ecuador	do	National Congress: Senate, Chamber of Deputies.	do	Quito.

See footnotes at end of table.

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.—Continued

Country	Chief of state	Legislative body	Form of government	Capital
Egypt. (See United Arab Republic.)				
Éire. (See Ireland.)				
El Salvador	President	Legislative Assembly (unicameral).	Republic	San Salvador.
Estonia [2]			do.	Tallinn.
Ethiopia	Emperor	Parliament: Senate, Chamber of Deputies.	Empire	Addis Ababa (Addis Ababā).
Finland	President	Diet (Eduskunta) (unicameral).	Republic	Helsinki (Helsingfors).
France	do.	Parliament: Senate, National Assembly.	do.	Paris.
Gabon	do.	National Assembly (unicameral).	do.	Libreville.
Germany, Federa Republic of.[3]	do.	Parliament: Federal Assembly (Bundestag), Federal Council (Bundesrat).	Federal Republic.	Bonn.
Ghana	do.	National Assembly (unicameral).	Republic	Accra.
Greece	King	Chamber of Deputies (Vouli) (unicameral).	Kingdom	Athens (Athínai).
Guatemala	President	Congress (unicameral)	Republic	Guatemala City (Guatemala).
Guinea	do.	National Assembly (unicameral).	do.	Conakry.
Haiti	do.	National Assembly: Senate, Chamber of Deputies.	do.	Port-au-Prince.
Honduras	do.	Congress of Deputies (unicameral).	do.	Tegucigalpa.
Hungary	President of Presidential Council.	National Assembly (unicameral).	People's Republic of Hungary.	Budapest.
Iceland	President	Parliament (Althing): Upper Chamber, Lower Chamber.	Republic	Reykjavík.
India	do.	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha).	do.	New Delhi.
Indonesia	do.	Parliament	do.	Djakarta.
Iran	King (Shah in Shah).	Parliament: Senate; National Consultative Assembly (Majlis).	Kingdom	Teheran (Tehrān).
Iraq	President of the Council of State.	Parliament: Senate, Chamber of Deputies.	Republic	Baghdad (Baghdād).
Ireland	President	Parliament: Senate, House of Representatives.	do.	Dublin.
Israel	do.	Parliament (Knesset) (unicameral).	State	Jerusalem (de facto).
Italy	do.	Parliament: Senate, Chamber of Deputies.	Republic	Rome (Roma).
Ivory Coast	do.	National Assembly (unicameral).	do.	Abidjan.
Jamaica	Queen (represented by Governor General).	Parliament: Senate (the Upper House), House of Representatives (the Lower House).	Parliamentary state.	Kingston.
Japan	Emperor	Diet: House of Councillors, House of Representatives.	Empire	Tokyo (Tōkyō).
Jordan	King	Parliament: Senate, Chamber of Deputies.	Kingdom	'Ammān.
Korea	President	National Assembly dissolved; will probably be reconstituted as unicameral body in May 1963.	Republic	Seoul (Sŏul).
Kuwait	Amir	Constituent Assembly (unicameral).	State	Kuwait.
Laos	King	National Assembly	Constitutional Parliamentary Monarchy.	Vientiane.
Latvia [2]			Republic	Riga (Rīga).
Lebanon	President	Chamber of Deputies (unicameral).	do.	Beirut (Bayrūt).
Liberia	do.	Congress: Senate, House of Representatives.	do.	Monrovia.
Libya	King	Senate, Chamber of Deputies	Kingdom	Benghazi (Banghāzī) and Tripoli (Tarābulus).[4]
Liechtenstein	Prince	Diet (unicameral)	Principality	Vaduz.
Lithuania [2]			Republic	Kaunas.

See footnotes at end of table.

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.—Continued

Country	Chief of state	Legislative body	Form of government	Capital
Luxembourg	Grand Duchess	Chamber of Deputies (unicameral).	Grand Duchy.	Luxembourg.
Malagasy Republic	President	Parliament: National Assembly, Senate.	Republic	Tananarive.
Malaya, Federation of.	Paramount Ruler.	Federal Legislative Council (unicameral).	Federation	Kuala Lumpur.
Mali	President	National Assembly (unicameral).	Republic	Bamako.
Mauritania	do	do	do	Nouakchott.
Mexico	do	General Congress: Chamber of Senators, Chamber of Deputies.	do	Mexico City (Ciudad de México).
Monaco	Prince	Council of State (unicameral)	Principality	Monaco.
Morocco	King	Monarchy, with Consultative Assembly.	Kingdom	Rabat, capital and residence of King.
Muscat and Oman	Sultan	Absolute monarchy	Sultanate	Muscat (Masqaṭ).
Nepal	King	Council of Ministers appointed by King. (Indirect elections for National Assembly scheduled for 1963.)	Kingdom	Kātmāndu.
Netherlands	Queen	States-General: First Chamber, Second Chamber.	do	Amsterdam, capital; The Hague ('s Gravenhage), seat of government.
New Zealand	Queen (represented by Governor General).	Parliament: House of Representatives (unicameral).	Parliamentary state.	Wellington.
Nicaragua	President	Congress: Chamber of Senators, Chamber of Deputies.	Republic	Managua.
Niger	do	National Assembly (unicameral).	do	Niamey.
Nigeria	Queen (represented by Governor General).	Parliament: House of Representatives, Senate.	Federal state.	Lagos.
Norway	King	Parliament (Storting): Lagting, Odelsting.[5]	Kingdom	Oslo.
Pakistan	President	National Assembly (unicameral).	Republic	Rawalpindi, temporary, pending completion of capital at Islāmābād.
Panama	do	do	do	Panamá.
Paraguay	do	House of Representatives (unicameral).	do	Asunción.
Peru	do	Congress: Senate, Chamber of Deputies.	do	Lima.
Philippines	do	Congress: Senate, House of Representatives.	do	Manila (Quezon City, future new capital).
Poland	Chairman of Council of State.	Diet (Sejm) (unicameral)	People's Republic of Poland.	Warsaw (Warszawa).
Portugal	President	National Assembly (unicameral).	Republic	Lisbon (Lisboa).
Rumania	President of Presidium of Grand National Assembly.	Grand National Assembly (unicameral).	People's Republic of Rumania.	Bucharest (Bucureşti).
Rwanda	President	Legislative Assembly (unicameral).	Republic	Kigali.
Salvador. (See El Salvador.)				
San Marino	Regents (2)	Grand Council (unicameral)	do	San Marino.
Saudi Arabia	King	Monarchy with Council of Ministers.	Kingdom	Riyadh (Ar Riyād̮), capital and King's residence; Jidda (Juddah), diplomatic center.
Senegal	President	National Assembly (unicameral).	Republic	Dakar.
Sierra Leone	Queen (represented by Governor General).	House of Representatives (unicameral).	Parliamentary state.	Freetown.
Somali Republic (*also* Somalia).	President	National Assembly (unicameral).	Republic	Mogadiscio.

See footnotes at end of table.

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.—Continued

Country	Chief of state	Legislative body	Form of government	Capital
South Africa, Republic of.	President	Parliament: Senate, House of Assembly.	Republic	Pretoria, capital and seat of administration; Cape Town, seat of legislature.
Spain [6]	Chief of state	Cortes (unicameral)	Kingdom	Madrid.
Sudan	President of Supreme Council for the Armed Forces.	Constitution and Parliament abolished.	Republic	Khartoum (Al Khurṭūm).
Sweden	King	Parliament (Riksdag): First Chamber, Second Chamber.	Kingdom	Stockholm.
Switzerland	President	Federal Assembly (Bundesversammlung): Council of States (Ständerat), National Council (Nationalrat).	Confederation.	Bern.
Syria *or* Syrian Arab Republic.	do	In transition. (Parliament suspended; Cabinet acting pending new elections.)	Republic	Damascus (Dimashq).
Tanganyika	President	National Assembly (unicameral).	do	Dar es Salaam.
Thailand (official) (Siam).	King	National Assembly	Constitutional Monarchy.	Bangkok (Krung Thep).
Togo	President	National Assembly (unicameral).	Republic	Lomé.
Transjordan. (See Jordan.)				
Trinidad and Tobago.	Queen (represented by Governor General).	Parliament: Senate (the Upper House), House of Representatives (the Lower House).	Parliamentary state.	Port-of-Spain.
Tunisia	President	Constituent Assembly (Constitution not yet adopted).	Republic	Tunis.
Turkey	do	Grand National Assembly (unicameral).	do	Ankara.
Uganda	Queen (represented by Governor General).	National Assembly (unicameral).	Parliamentary state.	Kampala.
Union of Soviet Socialist Republics.	Chairman of Presidium of Supreme Soviet.	Supreme Soviet: Soviet of the Union, Soviet of Nationalities.	Republican Union.	Moscow (Moskva).
United Arab Republic.	President	National Assembly (unicameral).	Republic	Cairo (Al Qāhira).
United Kingdom	Queen	Parliament: House of Lords, House of Commons.	United Kingdom.	London.
Upper Volta	President	National Assembly (unicameral).	Republic	Ouagadougou.
Uruguay	President of National Council.	General Assembly: Senate, Chamber of Representatives.	do	Montevideo.
Venezuela	President	National Congress: Chamber of Senators, Chamber of Deputies.	do	Caracas.
Vietnam	do	National Legislative Assembly.	do	Saigon (Sai Gon).
Western Samoa	Head of state	Parliament: Head of State, Legislative Assembly.		Apia.
Yemen	President	(None as yet)	Republic	Ṣan‘ā’, capital and center of government; Ta‘izz, diplomatic center.
Yugoslavia	do	Federal People's Assembly: Federal Council, Council of Producers.	Federal People's Republic.	Belgrade (Beograd).

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[1] See separate entries: United Kingdom (Great Britain and Northern Ireland), Australia, Canada, Ceylon, Federation of Malaya, Ghana, India, Jamaica, New Zealand, Nigeria, Pakistan, Sierra Leone, Tanganyika, Trinidad and Tobago, and Uganda.

[2] The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania.

[3] Germany, comprising the areas of the 4 zones of occupation, Berlin, and the areas provisionally administered. In this table, the items in the entry for Germany apply to the Federal Republic of Germany the government established in Western Germany. This government achieved sovereignty on May 5, 1955, under the terms of the Paris treaties, and now only matters dealing with Berlin and Germany as a whole remain under Western Allied control. The government for Berlin functions in the American, British, and French sectors of occupation of Berlin, under authority of the Allied Kommandatura. The Eastern Zone of occupation of Germany and a sector of Berlin are occupied by the Soviet Union. Certain areas of Germany are provisionally under the administration of Poland and of the Soviet Union.

[4] In addition to Benghazi and Tripoli as cocapitals, an administrative center is being planned for Baida (Al Bayḍā).

[5] No accurate English equivalents.

[6] The Law of Succession, July 27, 1947, declared that Spain was constituted a kingdom.

NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Abyssinia. (See Ethiopia.)		
Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Algeria	Algerian(s)	Algerian.
Andorra	Andorran(s)	Andorran.
Argentina	Argentine(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Bahrain	Bahraini(s)	Bahrain *or* Bahraini.
Belgium	Belgian(s)	Belgian.
Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Brazil	Brazilian(s)	Brazilian.
Bulgaria	Bulgarian(s)	Bulgarian.
Burma	Burman(s) (preferred); Burmese (singular, plural).	Burmese.
Burundi	Burundian(s)	Burundian.
Byelorussia	Byelorussian(s)	Byelorussian.
Cambodia	Cambodian(s)	Cambodian.
Cameroon	Cameroonian(s)	Cameroonian.
Canada	Canadian(s)	Canadian.
Central African Republic	Central African(s)	Central African.
Ceylon	Ceylonese (singular, plural)	Ceylonese.
Chad	Chadien(s) *or* Chadian(s)	Chadien *or* Chadian.
Chile	Chilean(s)	Chilean.
China	Chinese (singular, plural)	Chinese.
Colombia	Colombian(s)	Colombian.
Congo, Republic of (Brazzaville)	Congolese (singular, plural)	Congo *or* Congolese.
Congo, Republic of the (Léopoldville)	Congolese (singular, plural)	Do.
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Cyprus	Cypriot(s)	Cypriot.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Dahomey	Dahomean(s)	Dahomean.
Denmark	Dane(s)	Danish.
Dominican Republic	Dominican(s)	Dominican.
Ecuador	Ecuadoran(s)	Ecuadoran.
Egypt. (See United Arab Republic.)		
El Salvador	Salvadoran(s)	Salvadoran.
Estonia	Estonian(s)	Estonian.
Ethiopia (Abyssinia)	Ethiopian(s) (preferred) Abyssinian(s)	Ethiopian (preferred). Abyssinian.
Finland	Finn(s)	Finnish.
France	Frenchman(men)	French.
Gabon	Gabonese (singular, plural)	Gabonese.
Germany	German(s)	German.
Ghana	Ghanaian(s)	Ghanaian.
Great Britain	Briton(s), British (collective, plural).[1]	British.[1]
Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Guinea	Guinean(s)	Guinean.
Haiti	Haitian(s)	Haitian.
Honduras	Honduran(s)	Honduran.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelander(s)	Icelandic.
India	Indian(s)	Indian.
Indonesia	Indonesian(s)	Indonesian.
Iran	Iranian(s)	Iranian.
Iraq	Iraqi(s)	Iraq *or* Iraqi.
Ireland	Irishman(men), Irish (collective, plural).[2]	Irish.
Isle of Man	Manxman(men), Manx (collective, plural).	Manx.
Israel	Israeli(s)	Israel.
Italy	Italian(s)	Italian.
Ivory Coast	Ivoirian(s), Ivoirien(s), *or* Ivory Coaster(s).	Ivoirian *or* Ivoirien.
Jamaica	Jamaican(s)	Jamaican.
Japan	Japanese (singular, plural)	Japanese.
Jordan	Jordan(s), Jordanian(s)	Jordan *or* Jordanian.
Katanga Province	Katangan(s)	Katangan.
Korea	Korean(s)	Korean.
Kuwait	Kuwaiti(s)	Kuwait *or* Kuwaiti.
Laos	Lao *or* Laotian (singular, plural)	Lao *or* Laotian.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.

See footnotes at end of table.

NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

Country or region	Noun (plural ending in parentheses)	Adjective
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Malagasy Republic	Malagasy (singular, plural)	Malagasy.
Malaya	Malayan(s)	Malayan.
Mali	Malian(s)	Malian.
Mauritania	Mauritanian(s)	Mauritanian.
Mexico	Mexican(s)	Mexican.
Monaco	Monacan(s)	Monacan.
Morocco	Moroccan(s)	Moroccan.
Muscat and Oman	Omani(s)	Oman *or* Omani.
Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands [3]	Netherlander(s)	Netherland.[3]
New Zealand	New Zealander(s)	New Zealand.
Newfoundland	Newfoundlander(s)	Newfoundland.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Niger	Nigerois (singular, plural)	Niger.
Nigeria	Nigerian(s)	Nigerian.
Norway	Norwegian(s)	Norwegian.
Pakistan	Pakistani(s)	Pakistan *or* Pakistani.
Palestine	Palestinian(s)	Palestinian.
Panama	Panamanian(s)	Panamanian.
Paraguay	Paraguayan(s)	Paraguayan.
Persia. (See Iran.)		
Peru	Peruvian(s)	Peruvian.
Philippines	Filipino(s)	Philippine.
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
Rumania	Rumanian(s)	Rumanian.
Rwanda	Rwandan(s)	Rwandan.
Salvador. (See El Salvador.)		
San Marino	San Marinan(s)	San Marinan.
Saudi Arabia	Saudi Arab(s)	Saudi Arabian.
Scotland	Scot(s), Scotch (collective, plural)	Scotch; Scottish.
Senegal	Senegalese (singular, plural)	Senegal *or* Senegalese.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean.
Somali Republic (*also* Somalia)	Somali(s)	Somali.
South Africa, Republic of	South African(s)	South African.
Spain	Spaniard(s)	Spanish.
Sudan	Sudanese (singular, plural)	Sudanese.
Sweden	Swede(s)	Swedish.
Switzerland	Swiss (singular, plural)	Swiss.
Syria *or* Syrian Arab Republic	Syrian(s)	Syrian.
Tanganyika	Tanganyikan(s)	Tanganyikan.
Thailand	Thai (singular, plural)	Thai.
Togo	Togolese (singular, plural)	Togolese.
Tonga	Tongan(s)	Tongan.
Trinidad and Tobago	Trinidadian(s)	Trinidadian.
Tunisia	Tunisian(s)	Tunisian.
Turkey	Turk(s)	Turkish.
Uganda	Ugandan(s)	Ugandan.
Ukraine	Ukrainian(s)	Ukrainian.
Union of Soviet Socialist Republics	Soviets (plural only) [4]	Soviet.
United Arab Republic	Egyptian(s)	United Arab Republic.
United States of America	American(s)	American (preferred). United States.
Upper Volta	Upper Voltan(s)	Upper Voltan.
Uruguay	Uruguayan(s)	Uruguayan.
Venezuela	Venezuelan(s)	Venezuelan.
Vietnam	Vietnamese (singular, plural)	Vietnamese.
Wales	Welshman(men), Welsh (collective, plural).	Welsh.
Western Samoa	(Western) Samoan(s)	(Western) Samoan.
Yemen	Yemeni(s)	Yemen *or* Yemeni.
Yugoslavia	Yugoslav(s)	Yugoslav.

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[1] The term "British" is usually used of or pertaining to Great Britain, or in the widest sense to the United Kingdom of Great Britain and Northern Ireland, or its inhabitants. It is also occasionally used as meaning "of or appertaining to the British Commonwealth of Nations"; e.g., "British" subject.

[2] Irish (collective, plural) is used generally in the case of Ireland, the island.

[3] Netherland is generally preferred, but Netherlands is the official form for Netherlands Government.

[4] The word "Soviet," which means council, cannot be used. Use instead "of Soviet nationality" (citizenship); "Soviet national"; or "Soviet citizen."

FOREIGN MONEY[1]

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name[2]	Symbol	Name[2]	Abbreviation or symbol
Aden	shilling	EA Sh	cent	
Afghanistan	afghani	Afg	pul	
Albania	lek		quintar	
Algeria	franc	Fr	centime	
Andorra	franc (French franc)	Fr	do	
	peseta (Spanish peseta)	Pta	céntimo	
Angola	escudo	Esc	centavo	Ctvo.
Argentina	peso[3]	M$N	do	Ctvo.
Australia	pound[4]	A£	shilling; penny (pence)	s., d.
Austria	schilling	S	groschen (singular, plural)	
Bahamas	pound	£	shilling; penny (pence)	s., d.
Barbados	dollar	WI$	cent	
Belgium	franc	BF	do	C.
Bermuda	pound	£	shilling; penny (pence)	s., d.
Bolivia	peso	B$	centavo	Ctvo.
Borneo, North	dollar	M$		
Brazil	cruzeiro[5]	Cr$	do	Ctvo.
Brunei	dollar	M$		
Bulgaria	lev (leva)		stotinka (stotinki)	
Burma	kyat	K	pya	
Burundi	franc	RBF		
Cambodia	riel		sen	
Cameroon	franc	CFAF	centime	
Canada[6]	dollar	Can$	cent	c., ct(s).
Central African Republic	franc	CFAF		
Ceylon	rupee	Cey Rs	do	
Chad	franc	CFAF		
Chile	escudo	Esc	centesimo	
China, Taiwan	new Taiwan dollar	NT$	cent	
Colombia	peso	Col$	centavo	Ctvo.
Congo, Republic of (Brazzaville).	franc	CFAF		
Congo, Republic of the (Léopoldville).	do	CF		
Costa Rica	colón (colones)	₡	centimo	Ctmo.
Cuba	peso	$	centavo	Ctvo.
Cyprus	pound	C£	mil	
Czechoslovakia	koruna	Kčs	heller	
Dahomey	franc	CFAF		
Danzig.[7]				
Denmark	krone (kroner)	DKr	øre (singular, plural)	
Dominican Republic	peso	RD$	centavo	Ctvo.
Ecuador	sucre	S/	do	Ctvo.
El Salvador	colón (colones)	₡	centavo	Ctvo.
Estonia.[8]				
Ethiopia	dollar	Eth$	cent	
Finland	markka	Fmk	penni (pennia)	Pia.
France[9]	franc	Fr	centime	
Gabon	do	CFAF		
Gambia	pound	WA£	shilling; penny (pence)	s., d.
Germany, Federal Republic of.	deutsche mark	DM	pfennig (singular, plural)	pf.
Ghana	pound	G£	shilling; penny (pence)	s., d.
Greece	drachma	Dr	lepton (lepta)	
Guatemala	quetzal (quetzales)	Q	centavo	Ctvo.
Haiti	gourde	G	centime	
Honduras	lempira	L	centavo	Ctvo.
Hong Kong	dollar	HK$	cent	
Hungary	forint	Ft	filler (singular, plural)	
Iceland	króna (krónur)	IKr	öre (aurar) (singular, plural).	
India	rupee	Rs	naya paisa; naye paise (N.P.) (plural).	
Indonesia	rupiah (singular, plural)	Rp	sen (singular, plural)	
Iran	rial	Rls	dinar	
Iraq	dinar	ID	fil	
Ireland (Éire)	pound	£	shilling; penny (pence)	s., d.
Israel	do	I£	prutah (prutot)	
Italy	lira (lire)	Lit	centesimo (centesimi)	Ctmo.
Ivory Coast	franc	CFAF		
Jamaica	pound	J£	shilling; penny (pence)	s., d.
Japan	yen (singular, plural)	¥	sen (singular, plural)	
Jordan	dinar	JD	fil	
Kenya	shilling	EA Sh	cent	
Korea	won (singular, plural)		chon	
Kuwait	dinar	D	fil	
Laos	kip	K	at	

See footnotes at end of table.

FOREIGN MONEY[1]—Continued

Country or area	Basic monetary unit		Principal fractional unit	
	Name[2]	Symbol	Name[2]	Abbreviation or symbol
Latvia.[8]				
Lebanon	pound	LL	piaster	
Liberia	dollar	$	cent	
Libya	pound	L£	piaster	
Liechtenstein	franc (Swiss franc)	Sw Fr	centime	
Lithuania.[8]				
Luxembourg	franc	Lux F	centime	
Macao	pataca	P	avo	
Madeira	escudo	Esc	centavo	
Malagasy Republic	franc	CFAF		
Malaya, Federation of	dollar	M$	cent	
Mali	franc			
Malta	pound	£	shilling; penny (pence)	s., d.
Mauritania	franc	CFAF		
Mauritius	rupee	Mau Rs		
Mexico	peso	Mex$	centavo	
Monaco	franc (French franc)	Fr	centime	
Morocco	dirham	DH	franc	
Mozambique	escudo	Esc	centavo	
Nepal	rupee (or mohur, singular, plural).	N Rs	pie, pice	
Netherlands[11]	guilder (florin)	f	cent	
Netherlands Antilles	do	Ant. f	do	
New Caledonia	franc	CFPF	centime	
New Zealand	pound	NZ£	shilling; penny (pence)	s., d.
Nicaragua	córdoba	C$	centavo	Ctvo.
Niger	franc	CFAF		
Nigeria	pound	N£	shilling; penny (pence)	s., d.
Norway	krone (kroner)	NKr	öre (singular, plural)	
Pakistan	rupee	PRs	paisa	
Panama	balboa	B	centesimo	Ctmo.
Paraguay	guaraní (guaraníes)	G	céntimo	Ctmo.
Peru	sol (soles)	S/	centavo	Ctvo.
Philippines	peso	₱	do	Ctvo.
Poland	zloty	Zl	grosz (grosze; groszy)	
Portugal[12]	escudo	Esc	centavo	Ctvo.
Rhodesia and Nyasaland, Federation of.	pound	R£	shilling; penny (pence)	s., d.
Rumania	leu (lei)		ban (bani)	
Rwanda	franc	RBF		
San Marino	lira (lire)		centesimo (centesimi)	
Sarawak	dollar	M$		
Saudi Arabia	riyal	SRls	halala (singular, plural)	
Sierra Leone	pound	£		
Singapore	dollar	M$	cent	
Somali	shilling	Sh		
Somaliland, French	franc	DF		
South Africa, Republic of	rand	R	cent	c., ct(s).
Spain	peseta	Pts	céntimo	
Sudan	pound	SdL	piaster	
Surinam	guilder (florin)	Sur. f	cent	
Sweden	krona (kronor)	SKr	öre (singular, plural)	
Switzerland	franc	Sw F	centime	
Syria	pound	SL	piaster	
Tanganyika	shilling	EA Sh	cent	
Thailand	baht (singular, plural)	B	satang (singular, plural)	
Togo	franc	CFAF		
Tonga	pound	T£		
Trinidad and Tobago	dollar	WI$	cent	
Tunisia	dinar	D	mil	
Turkey	lira	TL	kurus	
Uganda	shilling	EA Sh	cent	
United Arab Republic	pound	EL		
United Kingdom[10]	do	£	shilling; penny (pence)	s., d.
Upper Volta	franc	CFAF		
Uruguay	peso	Ur$	centesimo	Ctmo.
U.S.S.R. (Russia)	ruble		kopek	
Venezuela	bolívar (bolívares)	Bs	centimo	Ctmo.
Vietnam	piaster	VN$	centime	
Yemen	imadi; Maria Theresa thaler.	MT$	bogsha	
Yugoslavia	dinar	Din	para	

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[1] The conventions for writing sums of money in foreign countries are similar, generally, to those in the United States in that the symbol or abbreviation of the basic unit is placed before the sum, and a period, a comma, or simply a space appears before the fractional part. "DM1.225,50," for example, means "1,225 deutsche marks 50 pfennigs." Some other conventions are contained in the following footnotes.

[2] Unless otherwise indicated in parentheses, plurals of these terms are formed regularly by adding "s."

[3] The term "gold peso" (oro sellado) is abbreviated "o/s," but gold coins are not widely in circulation.

(Footnotes continued on p. 248.)

METRIC TABLES

LENGTH

Myriameter	10,000 meters	6.2137 miles.	Meter	1 meter	39.37 inches.
Kilometer	1,000 meters	0.62137 mile.	Decimeter	0.1 meter	3.937 inches.
Hectometer	100 meters	328 feet 1 inch.	Centimeter	0.01 meter	0.3937 inch.
Dekameter	10 meters	393.7 inches.	Millimeter	0.001 meter	0.0394 inch.

AREA

Hectare	10,000 square meters	2.471 acres.
Are	100 square meters	119.6 square yards.
Centiare	1 square meter	1,550 square inches.

WEIGHT

Name	Number of grams	Volume corresponding to weight	Avoirdupois weight
Metric ton, millier or tonneau	1, 000, 000	1 cubic meter	2,204.6 pounds.
Quintal	100, 000	1 hectoliter	220.46 pounds.
Myriagram	10, 000	1 dekaliter	22.046 pounds.
Kilogram or kilo	1, 000	1 liter	2.2046 pounds.
Hectogram	100	1 deciliter	3.5274 ounces.
Dekagram	10	10 cubic centimeters	0.3527 ounce.
Gram	1	1 cubic centimeter	15.432 grains.
Decigram	. 1	0.1 cubic centimeter	1.5432 grains.
Centigram	. 01	10 cubic millimeters	0.1543 grain.
Milligram	. 001	1 cubic millimeter	0.0154 grain.

CAPACITY

Name	Number of liters	Metric cubic measure	U.S. measure	British measure
Kiloliter, or stere	**1, 000**	1 cubic meter	1.308 cubic yards	1.308 cubic yards.
Hectoliter	**100**	0.1 cubic meter	2.838 bushels; 26.417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter	**10**	10 cubic decimeters.	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter	**1**	1 cubic decimeter	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter	**. 1**	0.1 cubic decimeter.	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter	**. 01**	10 cubic centimeters.	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter	**. 001**	1 cubic centimeter	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

(Footnotes continued from p. 247.)

Official and private accounts are kept in terms of the paper peso (moneda nacional, abbreviated "m/n"), indicated as M$N; thus, M$N632,790 or $632,790 (m/n).

[4] Sums are written as in Great Britain except that the symbol £, for the pound, is usually preceded by an "A." (See footnote 10.)

[5] 1,000 cruzeiros is commonly referred to as a conto. Thus "Cr$400.100,50" may be read "400 contos 100 cruzeiros 50 centavos."

[6] Including Newfoundland, now a Province of Canada.

[7] There has been no separate currency issued in Danzig since prior to World War II.

[8] There has been no national currency issued in Estonia, Latvia, and Lithuania since World War II.

[9] The franc units of Algeria, French West Indies, and French Guiana are equivalent to the French franc. However, the currency units of certain French possessions bear differing ratios to the French franc. Names and areas of circulation other than those listed are as follows: CFA franc, Madagascar, Reunion, St. Pierre and Miquelon, Togoland; CFP franc, New Hebrides; Djibouti franc, French Somaliland.

[10] Sums of money are written as follows: £5 4s. 6d. or £5.4.6, not 5/4/6/. Currency units of a number of nonmetropolitan areas are equivalent to the British pound; namely, the West African pound (in Gambia, Nigeria, and Sierra Leone), the Rhodesia-Nyasaland pound (in the Federation of Rhodesia and Nyasaland), the pound units of Cyprus, Gibraltar, Malta, Bahamas, Bermuda, Jamaica, and the Falkland Islands. However, units of certain areas bear differing ratios to the British pound; namely, the East African shilling (in Aden, British Somaliland, Kenya, Uganda, Tanganyika, and Zanzibar); British West Indian dollar (in Barbados, Trinidad, British Guiana, Leeward Islands, and Windward Islands); British Honduras dollar; Mauritius rupee; Seychelles rupee; Fiji pound; Tongan pound; Hong Kong dollar; and the Malayan dollar (in British North Borneo, Brunei, and Sarawak).

[11] The local currency units in Netherlands territory (namely, the Surinam guilder, the Nederlandse Antillen (Netherlands West Indies) guilder, and the Netherlands New Guinea guilder) are not equivalent to the Netherlands guilder.

[12] The symbol ($) is used between the escudo and the centavo; the colon (:) is used between the conto (=1,000 escudos) and the escudo; the sum written 125,750:350$50, for example, reads "125,750 contos 350 escudos 50 centavos."

METRIC TABLES—Continued

COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent
Inch	2.54 centimeters.
Foot	0.3048 meter.
Yard	0.9144 meter.
Rod	5.029 meters.
Mile	1.6093 kilometers.
Square inch	6.452 square centimeters.
Square foot	0.0929 square meter.
Square yard	0.836 square meter.
Square rod	25.29 square meters.
Acre	0.4047 hectare.
Square mile	259 hectares.
Cubic inch	16.39 cubic centimeters.
Cubic foot	0.0283 cubic meter.
Cubic yard	0.7646 cubic meter.
Cord	3.625 steres.
Liquid quart, United States	0.9463 liter.
Dry quart, United States.	1.101 liters.
Quart, imperial	1.136 liters.
Gallon, United States	3.785 liters.
Gallon, imperial	4.546 liters.
Peck, United States	8.810 liters.
Peck, imperial	9.092 liters.
Bushel, United States	35.24 liters.
Bushel, imperial	36.37 liters.
Ounce, avoirdupois	28.35 grams.
Pound, avoirdupois	0.4536 kilogram.
Ton, long	1.0160 metric tons.
Ton, short	0.9072 metric ton.
Grain	0.0648 gram.
Ounce, troy	31.103 grams.
Pound, troy	0.3732 kilogram.

U.S. EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

[With suggestions by the Department of Agriculture]

Weight or measure	Country
1 ardeb=1.98 hectoliters=5.6189 Winchester or United States bushels.	Egypt.
1 arroba=25 pounds, avoirdupois.	Cuba.
1 batman=6.5 pounds, avoirdupois.	Iran.
1 bouw=7,096.5 square meters=1.754 acres.	Indonesia.
1 cantar=44.928 kilograms=99.049 pounds, avoirdupois.	Egypt.
1 catty (kati)=1⅓ pounds, avoirdupois.	China.
1 cental=100 pounds, avoirdupois.	United States, Canada, Union of South Africa.[1]
1 centner=110.23 pounds, avoirdupois.	Denmark.
1 chetvert=5.9568 Winchester bushels.	Union of Soviet Socialist Republics.
1 cho=2.4506 acres	Japan.
1 dekar=0.2471 acre	Norway.
1 dessiatine=2.6997 acres	Union of Soviet Socialist Republics.
1 donum=0.227 acre	Turkey.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.
1 feddan=1.038 acres	Egypt.
1 hectare=2.471 acres	(2).
1 hectoliter=2.8378 Winchester bushels.	(2).
1 hectoliter=26.418 United States gallons.	(2).
1 hundredweight (long)=112 pounds, avoirdupois.	United Kingdom, Australia.[1]
1 hundredweight (or cental)=100 pounds, avoirdupois.	United States, Canada, Union of South Africa.[1]
1 imperial bushel=1.03205 Winchester bushels.	United Kingdom, Canada, Australia, Union of South Africa.[1]
1 imperial gallon=1.2009 United States gallons.	Do.[1]
1 joch (cadastral hold, or cadastral arpent) = 1.422 acres.	Hungary.
1 kilogram=2.2046 pounds, avoirdupois.	(2).
1 kin=1.3228 pounds, avoirdupois.	Japan.
1 ko=2.3966 acres	Formosa.
1 koku=4.9602 imperial bushels=5.1192 Winchester bushels.	Japan.
1 koku=47.655 United States standard gallons.	Japan.
1 kwan=8.2673 pounds, avoirdupois.	Do.
1 liter=0.028378 Winchester bushel=0.26418 United States gallon.	(2).
1 manzana=1.7266 acres	Guatemala.
1 maund=82.2857 pounds, avoirdupois.	British India.
1 mesana=0.6397 acre	Cuba.
1 morgen=2.1165 acres	Union of South Africa.
1 mow=0.1518 acre (varying).	China.
1 oke=1.248 kilograms=2.751 pounds, avoirdupois.	Egypt.
1 oke=2.822 pounds, avoirdupois.	Greece.
1 picul=133⅓ pounds, avoirdupois.	China.
1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Indonesia.
1 picul=132.28 pounds, avoirdupois.	Japan.
1 pood=36.1128 pounds, avoirdupois.	Union of Soviet Socialist Republics.
1 pound, Great Venetian=1.0582 pounds, avoirdupois.	Greece.
1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	(2).
1 quarter=8 imperial bushels=8.2564 Winchester bushels.	United Kingdom.
1 rai=0.3954 acre	Thailand.
1 Russian pound=$\frac{1}{40}$ pood=0.90282 pound, avoirdupois.	Union of Soviet Socialist Republics.
1 stremma (royal)=0.2471 acre.	Greece.
1 tan (or picul)=133⅓ pounds, avoirdupois.	China.
1 ton (long)=2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 ton (metric)=2,204.6 pounds, avoirdupois.	(2).
1 ton (short)=2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 zentner=110.23 pounds, avoirdupois.	Germany.

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[1] List of countries given may not be complete.

[2] Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

INCREASE OF TEXT BY USING LEADS

If leaded with 2-point leads—
6-point type is increased one-third.
8-point type is increased one-fourth.
10-point type is increased one-fifth.
11-point type is increased two-elevenths.
12-point type is increased one-sixth.

NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded			Solid	Leaded	
14-point	11	8	26½	8-point	32	23	81
12-point	14	11	36	6-point	47	34	144
11-point	17	14	43	5-point	69	50	207
10-point	21	16	52				

20. COUNTIES

Note the orthography of names of the following counties:

Allegany in Maryland and New York
Alleghany in North Carolina and Virginia
Allegheny in Pennsylvania
Andrew in Missouri
Andrews in Texas
Aransas in Texas
Arkansas in Arkansas
Barber in Kansas
Barbour in Alabama and West Virginia
Brevard in Florida
Broward in Florida
Brooke in West Virginia
Brooks in Georgia and Texas
Brown in all States
Bulloch in Georgia
Bullock in Alabama
Burnet in Texas
Burnett in Wisconsin
Cheboygan in Michigan; Sheboygan in Wisconsin
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark
Coffee in Alabama, Georgia, and Tennessee
Coffey in Kansas
Coal in Oklahoma
Cole in Missouri
Coles in Illinois
Cook in Illinois and Minnesota
Cooke in Texas
Davidson in North Carolina and Tennessee
Davie in North Carolina
Daviess in Indiana, Kentucky, and Missouri
Davis in Iowa and Utah
Davison in South Dakota
Dickenson in Virginia
Dickinson in Iowa, Kansas, and Michigan
Dickson in Tennessee
Douglas in all States
Forrest in Mississippi; Forest in others
Glascock in Georgia
Glasscock in Texas
Green in Kentucky and Wisconsin; all others Greene
Harford in Maryland
Hartford in Connecticut
Huntingdon in Pennsylvania
Huntington in Indiana
Johnston in North Carolina and Oklahoma; all others Johnson
Kanabec in Minnesota
Kennebec in Maine
Kearney in Nebraska
Kearny in Kansas
Lawrence in all States
Linn in Iowa, Kansas, Missouri, and Oregon
Lynn in Texas
Loudon in Tennessee
Loudoun in Virginia
Manatee in Florida
Manistee in Michigan
Merced in California; Mercer elsewhere
Morton} both in Kansas
Norton}
Muscogee in Georgia
Muskogee in Oklahoma
Park in Colorado and Montana
Parke in Indiana
Pottawatomie in Kansas and Oklahoma
Pottawattamie in Iowa
Sanders in Montana
Saunders in Nebraska
Smyth in Virginia; all others Smith
Stafford in Virginia
Strafford in New Hampshire
Stanley in South Dakota
Stanly in North Carolina
Stark in Illinois, North Dakota, and Ohio
Starke in Indiana
Stephens in Georgia, Oklahoma, and Texas
Stevens in Kansas, Minnesota, and Washington
Storey in Nevada
Story in Iowa
Terrell in Georgia and Texas
Tyrrell in North Carolina
Tooele in Utah
Toole in Montana
Vermillion in Indiana; all others Vermilion
Woods in Oklahoma; all others Wood
Wyandot in Ohio
Wyandotte in Kansas

ALABAMA

Autauga
Baldwin
Barbour
Bibb
Blount
Bullock
Butler
Calhoun
Chambers
Cherokee
Chilton
Choctaw
Clarke
Clay
Cleburne
Coffee
Colbert
Conecuh
Coosa
Covington
Crenshaw
Cullman
Dale
Dallas
De Kalb
Elmore
Escambia
Etowah
Fayette
Franklin
Geneva
Greene
Hale
Henry
Houston
Jackson
Jefferson
Lamar
Lauderdale
Lawrence
Lee
Limestone
Lowndes
Macon
Madison
Marengo
Marion
Marshall
Mobile
Monroe
Montgomery
Morgan
Perry
Pickens
Pike
Randolph
Russell
St. Clair
Shelby
Sumter
Talladega
Tallapoosa
Tuscaloosa
Walker
Washington
Wilcox
Winston

ALASKA (divided into four judicial districts; no counties)

ARIZONA

Apache
Cochise
Coconino
Gila
Graham
Greenlee
Maricopa
Mohave
Navajo
Pima
Pinal
Santa Cruz
Yavapai
Yuma

ARKANSAS

Arkansas
Ashley
Baxter
Benton
Boone
Bradley
Calhoun
Carroll
Chicot
Clark
Clay
Cleburne
Cleveland
Columbia
Conway
Craighead
Crawford
Crittenden
Cross
Dallas
Desha
Drew
Faulkner
Franklin
Fulton
Garland
Grant
Greene
Hempstead
Hot Spring
Howard
Independence
Izard
Jackson
Jefferson
Johnson
Lafayette
Lawrence
Lee
Lincoln
Little River
Logan
Lonoke

ARKANSAS—Continued

Madison
Marion
Miller
Mississippi
Monroe
Montgomery
Nevada
Newton
Ouachita
Perry
Phillips
Pike
Poinsett
Polk
Pope
Prairie
Pulaski
Randolph
St. Francis
Saline
Scott
Searcy
Sebastian
Sevier
Sharp
Stone
Union
Van Buren
Washington
White
Woodruff
Yell

CALIFORNIA

Alameda
Alpine
Amador
Butte
Calaveras
Colusa
Contra Costa
Del Norte
El Dorado
Fresno
Glenn
Humboldt
Imperial
Inyo
Kern
Kings
Lake
Lassen
Los Angeles
Madera
Marin
Mariposa
Mendocino
Merced
Modoc
Mono
Monterey
Napa
Nevada
Orange
Placer
Plumas
Riverside
Sacramento
San Benito
San Bernardino
San Diego
San Francisco
San Joaquin
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Shasta
Sierra
Siskiyou
Solano
Sonoma
Stanislaus
Sutter
Tehama
Trinity
Tulare
Tuolumne
Ventura
Yolo
Yuba

COLORADO

Adams
Alamosa
Arapahoe
Archuleta
Baca
Bent
Boulder
Chaffee
Cheyenne
Clear Creek
Conejos
Costilla
Crowley
Custer
Delta
Denver
Dolores
Douglas
Eagle
Elbert
El Paso
Fremont
Garfield
Gilpin
Grand
Gunnison
Hinsdale
Huerfano
Jackson
Jefferson
Kiowa
Kit Carson
Lake
La Plata
Larimer
Las Animas
Lincoln
Logan
Mesa
Mineral
Moffat
Montezuma
Montrose
Morgan
Otero
Ouray
Park
Phillips
Pitkin
Prowers
Pueblo
Rio Blanco
Rio Grande
Routt
Saguache
San Juan
San Miguel
Sedgwick
Summit
Teller
Washington
Weld
Yuma

CONNECTICUT

Fairfield
Hartford
Litchfield
Middlesex
New Haven
New London
Tolland
Windham

DELAWARE

Kent
New Castle
Sussex

DISTRICT OF COLUMBIA

FLORIDA

Alachua
Baker
Bay
Bradford
Brevard
Broward
Calhoun
Charlotte
Citrus
Clay
Collier
Columbia
Dade
De Soto
Dixie
Duval
Escambia
Flagler
Franklin
Gadsden
Gilchrist
Glades
Gulf
Hamilton
Hardee
Hendry
Hernando
Highlands
Hillsborough
Holmes
Indian River
Jackson
Jefferson
Lafayette
Lake
Lee
Leon
Levy
Liberty
Madison
Manatee
Marion
Martin
Monroe
Nassau
Okaloosa
Okeechobee
Orange
Osceola
Palm Beach
Pasco
Pinellas
Polk
Putnam
St. Johns
St. Lucie
Santa Rosa
Sarasota
Seminole
Sumter
Suwannee
Taylor
Union
Volusia
Wakulla
Walton
Washington

GEORGIA

Appling
Atkinson
Bacon
Baker
Baldwin
Banks
Barrow
Bartow
Ben Hill
Berrien
Bibb
Bleckley
Brantley
Brooks
Bryan
Bulloch
Burke
Butts
Calhoun
Camden
Candler
Carroll
Catoosa
Charlton
Chatham
Chattahoochee
Chattooga
Cherokee
Clarke
Clay
Clayton
Clinch
Cobb
Coffee
Colquitt
Columbia
Cook
Coweta
Crawford
Crisp
Dade
Dawson
Decatur
De Kalb
Dodge
Dooly
Dougherty
Douglas
Early
Echols
Effingham
Elbert
Emanuel
Evans
Fannin
Fayette
Floyd
Forsyth
Franklin
Fulton
Gilmer
Glascock
Glynn
Gordon
Grady
Greene
Gwinnett
Habersham
Hall
Hancock
Haralson
Harris
Hart
Heard
Henry
Houston
Irwin
Jackson
Jasper
Jeff Davis
Jefferson
Jenkins
Johnson
Jones
Lamar
Lanier
Laurens
Lee
Liberty
Lincoln
Long
Lowndes
Lumpkin
McDuffie
McIntosh
Macon
Madison
Marion
Meriwether
Miller
Mitchell
Monroe
Montgomery
Morgan
Murray
Muscogee
Newton
Oconee
Oglethorpe
Paulding
Peach
Pickens
Pierce
Pike
Polk
Pulaski
Putnam
Quitman
Rabun
Randolph
Richmond
Rockdale
Schley
Screven
Seminole
Spalding
Stephens
Stewart
Sumter
Talbot
Taliaferro
Tattnall
Taylor
Telfair
Terrell
Thomas
Tift
Toombs
Towns
Treutlen
Troup
Turner
Twiggs
Union
Upson
Walker
Walton
Ware
Warren
Washington
Wayne
Webster
Wheeler
White
Whitfield
Wilcox
Wilkes
Wilkinson
Worth

HAWAII

Hawaii
Honolulu
Kalawao
Kauai
Maui

IDAHO

Ada
Adams
Bannock
Bear Lake
Benewah
Bingham
Blaine
Boise
Bonner
Bonneville
Boundary
Butte
Camas
Canyon
Caribou
Cassia
Clark
Clearwater
Custer
Elmore
Franklin
Fremont
Gem
Gooding
Idaho
Jefferson
Jerome
Kootenai
Latah
Lemhi
Lewis
Lincoln
Madison
Minidoka
Nez Perce
Oneida
Owyhee
Payette
Power
Shoshone
Teton
Twin Falls
Valley
Washington

ILLINOIS

Adams
Alexander
Bond
Boone
Brown
Bureau
Calhoun
Carroll
Cass
Champaign
Christian
Clark
Clay
Clinton
Coles
Cook
Crawford
Cumberland
De Kalb
De Witt
Douglas
Du Page
Edgar
Edwards
Effingham
Fayette
Ford
Franklin
Fulton
Gallatin
Greene
Grundy
Hamilton
Hancock
Hardin
Henderson
Henry
Iroquois
Jackson
Jasper
Jefferson
Jersey
Jo Daviess
Johnson
Kane
Kankakee
Kendall
Knox
Lake
La Salle
Lawrence
Lee
Livingston
Logan
McDonough
McHenry
McLean
Macon
Macoupin
Madison
Marion
Marshall
Mason
Massac
Menard
Mercer
Monroe
Montgomery
Morgan
Moultrie
Ogle
Peoria
Perry
Piatt
Pike
Pope
Pulaski
Putnam
Randolph
Richland
Rock Island
St. Clair
Saline
Sangamon
Schuyler
Scott
Shelby
Stark
Stephenson
Tazewell
Union
Vermilion
Wabash
Warren
Washington
Wayne
White
Whiteside
Will
Williamson
Winnebago
Woodford

INDIANA

Adams
Allen
Bartholomew
Benton
Blackford
Boone
Brown
Carroll
Cass
Clark
Clay
Clinton
Crawford
Daviess
Dearborn
Decatur
De Kalb
Delaware
Dubois
Elkhart
Fayette
Floyd
Fountain
Franklin
Fulton
Gibson
Grant
Greene
Hamilton
Hancock
Harrison
Hendricks
Henry
Howard
Huntington
Jackson
Jasper
Jay
Jefferson
Jennings
Johnson
Knox
Kosciusko
Lagrange
Lake
La Porte
Lawrence
Madison
Marion
Marshall
Martin
Miami
Monroe
Montgomery
Morgan
Newton
Noble
Ohio
Orange
Owen
Parke
Perry
Pike
Porter
Posey
Pulaski
Putnam
Randolph
Ripley
Rush
St. Joseph
Scott
Shelby
Spencer
Starke
Steuben
Sullivan
Switzerland
Tippecanoe
Tipton
Union
Vanderburgh
Vermillion
Vigo
Wabash
Warren
Warrick
Washington
Wayne
Wells
White
Whitley

IOWA

Adair
Adams
Allamakee
Appanoose
Audubon
Benton
Black Hawk
Boone
Bremer
Buchanan
Buena Vista
Butler
Calhoun
Carroll
Cass
Cedar
Cerro Gordo
Cherokee
Chickasaw
Clarke
Clay
Clayton
Clinton
Crawford
Dallas
Davis
Decatur
Delaware
Des Moines
Dickinson
Dubuque
Emmet
Fayette
Floyd
Franklin
Fremont
Greene
Grundy
Guthrie
Hamilton
Hancock
Hardin
Harrison
Henry
Howard
Humboldt
Ida
Iowa
Jackson
Jasper
Jefferson
Johnson
Jones
Keokuk
Kossuth
Lee
Linn
Louisa
Lucas
Lyon
Madison
Mahaska
Marion
Marshall
Mills
Mitchell
Monona
Monroe
Montgomery
Muscatine
O'Brien
Osceola
Page
Palo Alto
Plymouth
Pocahontas
Polk
Pottawattamie
Poweshiek
Ringgold
Sac
Scott
Shelby
Sioux
Story
Tama
Taylor
Union
Van Buren
Wapello
Warren
Washington
Wayne
Webster
Winnebago
Winneshiek
Woodbury
Worth
Wright

KANSAS

Allen
Anderson
Atchison
Barber
Barton
Bourbon
Brown
Butler
Chase
Chautauqua
Cherokee
Cheyenne
Clark
Clay
Cloud
Coffey
Comanche
Cowley
Crawford
Decatur
Dickinson
Doniphan
Douglas
Edwards
Elk
Ellis
Ellsworth
Finney
Ford
Franklin
Geary
Gove
Graham
Grant
Gray
Greeley
Greenwood
Hamilton
Harper
Harvey
Haskell
Hodgeman
Jackson
Jefferson
Jewell
Johnson
Kearny
Kingman
Kiowa
Labette
Lane
Leavenworth
Lincoln
Linn
Logan
Lyon
McPherson
Marion
Marshall
Meade
Miami
Mitchell
Montgomery

KANSAS—Continued

Morris
Morton
Nemaha
Neosho
Ness
Norton
Osage
Osborne
Ottawa
Pawnee
Phillips
Pottawatomie
Pratt
Rawlins
Reno
Republic
Rice
Riley
Rooks
Rush
Russell
Saline
Scott
Sedgwick
Seward
Shawnee
Sheridan
Sherman
Smith
Stafford
Stanton
Stevens
Sumner
Thomas
Trego
Wabaunsee
Wallace
Washington
Wichita
Wilson
Woodson
Wyandotte

KENTUCKY

Adair
Allen
Anderson
Ballard
Barren
Bath
Bell
Boone
Bourbon
Boyd
Boyle
Bracken
Breathitt
Breckinridge
Bullitt
Butler
Caldwell
Calloway
Campbell
Carlisle
Carroll
Carter
Casey
Christian
Clark
Clay
Clinton
Crittenden
Cumberland
Daviess
Edmonson
Elliott
Estill
Fayette
Fleming
Floyd
Franklin
Fulton
Gallatin
Garrard
Grant
Graves
Grayson
Green
Greenup
Hancock
Hardin
Harlan
Harrison
Hart
Henderson
Henry
Hickman
Hopkins
Jackson
Jefferson
Jessamine
Johnson
Kenton
Knott
Knox
Larue
Laurel
Lawrence
Lee
Leslie
Letcher
Lewis
Lincoln
Livingston
Logan
Lyon
McCracken
McCreary
McLean
Madison
Magoffin
Marion
Marshall
Martin
Mason
Meade
Menifee
Mercer
Metcalfe
Monroe
Montgomery
Morgan
Muhlenberg
Nelson
Nicholas
Ohio
Oldham
Owen
Owsley
Pendleton
Perry
Pike
Powell
Pulaski
Robertson
Rockcastle
Rowan
Russell
Scott
Shelby
Simpson
Spencer
Taylor
Todd
Trigg
Trimble
Union
Warren
Washington
Wayne
Webster
Whitley
Wolfe
Woodford

LOUISIANA
(Parishes)

Acadia
Allen
Ascension
Assumption
Avoyelles
Beauregard
Bienville
Bossier
Caddo
Calcasieu
Caldwell
Cameron
Catahoula
Claiborne
Concordia
De Soto
East Baton Rouge
East Carroll
East Feliciana
Evangeline
Franklin
Grant
Iberia
Iberville
Jackson
Jefferson
Jefferson Davis
Lafayette
Lafourche
La Salle
Lincoln
Livingston
Madison
Morehouse
Natchitoches
Orleans
Ouachita
Plaquemines
Pointe Coupee
Rapides
Red River
Richland
Sabine
St. Bernard
St. Charles
St. Helena
St. James
St. John the Baptist
St. Landry
St. Martin
St. Mary
St. Tammany
Tangipahoa
Tensas
Terrebonne
Union
Vermilion
Vernon
Washington
Webster
West Baton Rouge
West Carroll
West Feliciana
Winn

MAINE

Androscoggin
Aroostook
Cumberland
Franklin
Hancock
Kennebec
Knox
Lincoln
Oxford
Penobscot
Piscataquis
Sagadahoc
Somerset
Waldo
Washington
York

MARYLAND

Allegany
Anne Arundel
Baltimore
Calvert
Caroline
Carroll
Cecil
Charles
Dorchester
Frederick
Garrett
Harford
Howard
Kent
Montgomery
Prince Georges
Queen Annes
St. Marys
Somerset
Talbot
Washington
Wicomico
Worcester

MASSACHUSETTS

Barnstable
Berkshire
Bristol
Dukes
Essex
Franklin
Hampden
Hampshire
Middlesex
Nantucket
Norfolk
Plymouth
Suffolk
Worcester

MICHIGAN

Alcona
Alger
Allegan
Alpena
Antrim
Arenac
Baraga
Barry
Bay
Benzie
Berrien
Branch
Calhoun
Cass
Charlevoix
Cheboygan
Chippewa
Clare
Clinton
Crawford
Delta
Dickinson
Eaton
Emmet
Genesee
Gladwin
Gogebic
Grand Traverse
Gratiot
Hillsdale
Houghton
Huron
Ingham
Ionia
Iosco
Iron
Isabella
Jackson
Kalamazoo
Kalkaska
Kent
Keweenaw
Lake
Lapeer
Leelanau
Lenawee
Livingston
Luce
Mackinac
Macomb
Manistee
Marquette
Mason
Mecosta
Menominee
Midland
Missaukee
Monroe
Montcalm
Montmorency
Muskegon
Newaygo
Oakland
Oceana
Ogemaw
Ontonagon
Osceola
Oscoda
Otsego
Ottawa
Presque Isle
Roscommon
Saginaw
St. Clair
St. Joseph
Sanilac
Schoolcraft
Shiawassee
Tuscola
Van Buren
Washtenaw
Wayne
Wexford

MINNESOTA

Aitkin
Anoka
Becker
Beltrami
Benton
Big Stone
Blue Earth
Brown
Carlton
Carver
Cass
Chippewa
Chisago
Clay
Clearwater
Cook
Cottonwood
Crow Wing
Dakota
Dodge
Douglas
Faribault
Fillmore
Freeborn
Goodhue
Grant
Hennepin
Houston
Hubbard
Isanti
Itasca
Jackson
Kanabec
Kandiyohi
Kittson
Koochiching
Lac qui Parle
Lake
Lake of the Woods
Le Sueur
Lincoln
Lyon
McLeod
Mahnomen
Marshall
Martin
Meeker
Mille Lacs
Morrison
Mower
Murray
Nicollet
Nobles
Norman
Olmsted
Otter Tail
Pennington
Pine
Pipestone
Polk
Pope
Ramsey
Red Lake
Redwood
Renville
Rice
Rock
Roseau
St. Louis
Scott
Sherburne
Sibley
Stearns
Steele
Stevens
Swift
Todd
Traverse
Wabasha
Wadena
Waseca
Washington
Watonwan
Wilkin
Winona
Wright
Yellow Medicine

MISSISSIPPI

Adams
Alcorn
Amite
Attala
Benton
Bolivar
Calhoun
Carroll
Chickasaw
Choctaw
Claiborne
Clarke
Clay
Coahoma
Copiah
Covington
De Soto
Forrest
Franklin
George
Greene
Grenada
Hancock
Harrison
Hinds
Holmes
Humphreys
Issaquena
Itawamba
Jackson
Jasper
Jefferson
Jefferson Davis
Jones
Kemper
Lafayette
Lamar
Lauderdale
Lawrence
Leake
Lee
Leflore
Lincoln
Lowndes
Madison
Marion
Marshall
Monroe
Montgomery
Neshoba
Newton
Noxubee
Oktibbeha
Panola
Pearl River
Perry
Pike
Pontotoc
Prentiss
Quitman
Rankin
Scott
Sharkey
Simpson
Smith
Stone
Sunflower
Tallahatchie
Tate
Tippah
Tishomingo
Tunica
Union
Walthall
Warren
Washington
Wayne
Webster
Wilkinson
Winston
Yalobusha
Yazoo

MISSOURI

Adair
Andrew
Atchison
Audrain
Barry
Barton
Bates
Benton
Bollinger
Boone
Buchanan
Butler
Caldwell
Callaway
Camden
Cape Girardeau
Carroll
Carter
Cass
Cedar
Chariton
Christian
Clark
Clay
Clinton
Cole
Cooper
Crawford
Dade
Dallas
Daviess
De Kalb
Dent
Douglas
Dunklin
Franklin
Gasconade
Gentry
Greene
Grundy
Harrison
Henry
Hickory
Holt
Howard
Howell
Iron
Jackson
Jasper
Jefferson
Johnson
Knox
Laclede
Lafayette
Lawrence
Lewis
Lincoln
Linn
Livingston
McDonald
Macon
Madison
Maries
Marion
Mercer
Miller
Mississippi
Moniteau
Monroe
Montgomery
Morgan
New Madrid
Newton
Nodaway
Oregon
Osage
Ozark
Pemiscot
Perry
Pettis
Phelps
Pike
Platte
Polk
Pulaski
Putnam
Ralls
Randolph
Ray
Reynolds
Ripley
St. Charles
St. Clair
St. Francois
Ste. Genevieve
St. Louis
St. Louis City
Saline
Schuyler
Scotland
Scott
Shannon
Shelby
Stoddard
Stone
Sullivan
Taney
Texas
Vernon
Warren
Washington
Wayne
Webster
Worth
Wright

MONTANA

Beaverhead
Big Horn
Blaine
Broadwater
Carbon
Carter
Cascade
Chouteau
Custer
Daniels
Dawson
Deer Lodge
Fallon
Fergus
Flathead
Gallatin
Garfield
Glacier
Golden Valley
Granite
Hill
Jefferson
Judith Basin
Lake
Lewis and Clark
Liberty
Lincoln
McCone
Madison
Meagher
Mineral
Missoula
Musselshell
Park
Petroleum
Phillips
Pondera
Powder River
Powell
Prairie
Ravalli
Richland
Roosevelt
Rosebud
Sanders
Sheridan
Silver Bow
Stillwater
Sweet Grass
Teton
Toole
Treasure
Valley
Wheatland
Wibaux
Yellowstone

NEBRASKA

Adams
Antelope
Arthur
Banner
Blaine
Boone
Box Butte
Boyd
Brown
Buffalo
Burt
Butler
Cass
Cedar
Chase
Cherry
Cheyenne
Clay
Colfax
Cuming
Custer
Dakota
Dawes
Dawson
Deuel
Dixon
Dodge
Douglas
Dundy
Fillmore
Franklin
Frontier
Furnas
Gage
Garden
Garfield
Gosper
Grant
Greeley
Hall
Hamilton
Harlan
Hayes
Hitchcock
Holt
Hooker
Howard
Jefferson
Johnson
Kearney
Keith
Keya Paha
Kimball
Knox
Lancaster
Lincoln
Logan
Loup
McPherson
Madison
Merrick
Morrill
Nance
Nemaha
Nuckolls
Otoe
Pawnee
Perkins
Phelps
Pierce
Platte
Polk
Red Willow

NEBRASKA—Continued

Richardson
Rock
Saline
Sarpy
Saunders
Scotts Bluff
Seward
Sheridan
Sherman
Sioux
Stanton
Thayer
Thomas
Thurston
Valley
Washington
Wayne
Webster
Wheeler
York

NEVADA

Churchill
Clark
Douglas
Elko
Esmeralda
Eureka
Humboldt
Lander
Lincoln
Lyon
Mineral
Nye
Ormsby
Pershing
Storey
Washoe
White Pine

NEW HAMPSHIRE

Belknap
Carroll
Cheshire
Coos
Grafton
Hillsboro
Merrimack
Rockingham
Strafford
Sullivan

NEW JERSEY

Atlantic
Bergen
Burlington
Camden
Cape May
Cumberland
Essex
Gloucester
Hudson
Hunterdon
Mercer
Middlesex
Monmouth
Morris
Ocean
Passaic
Salem
Somerset
Sussex
Union
Warren

NEW MEXICO

Bernalillo
Catron
Chaves
Colfax
Curry
De Baca
Dona Ana
Eddy
Grant
Guadalupe
Harding
Hidalgo
Lea
Lincoln
Los Alamos
Luna
McKinley
Mora
Otero
Quay
Rio Arriba
Roosevelt
Sandoval
San Juan
San Miguel
Santa Fe
Sierra
Socorro
Taos
Torrance
Union
Valencia

NEW YORK

Albany
Allegany
Bronx
Broome
Cattaraugus
Cayuga
Chautauqua
Chemung
Chenango
Clinton
Columbia
Cortland
Delaware
Dutchess
Erie
Essex
Franklin
Fulton
Genesee
Greene
Hamilton
Herkimer
Jefferson
Kings
Lewis
Livingston
Madison
Monroe
Montgomery
Nassau
New York
Niagara
Oneida
Onondaga
Ontario
Orange
Orleans
Oswego
Otsego
Putnam
Queens
Rensselaer
Richmond
Rockland
St. Lawrence
Saratoga
Schenectady
Schoharie
Schuyler
Seneca
Steuben
Suffolk
Sullivan
Tioga
Tompkins
Ulster
Warren
Washington
Wayne
Westchester
Wyoming
Yates

NORTH CAROLINA

Alamance
Alexander
Alleghany
Anson
Ashe
Avery
Beaufort
Bertie
Bladen
Brunswick
Buncombe
Burke
Cabarrus
Caldwell
Camden
Carteret
Caswell
Catawba
Chatham
Cherokee
Chowan
Clay
Cleveland
Columbus
Craven
Cumberland
Currituck
Dare
Davidson
Davie
Duplin
Durham
Edgecombe
Forsyth
Franklin
Gaston
Gates
Graham
Granville
Greene
Guilford
Halifax
Harnett
Haywood
Henderson
Hertford
Hoke
Hyde
Iredell
Jackson
Johnston
Jones
Lee
Lenoir
Lincoln
McDowell
Macon
Madison
Martin
Mecklenburg
Mitchell
Montgomery
Moore
Nash
New Hanover
Northampton
Onslow
Orange
Pamlico
Pasquotank
Pender
Perquimans
Person
Pitt
Polk
Randolph
Richmond
Robeson
Rockingham
Rowan
Rutherford
Sampson
Scotland
Stanly
Stokes
Surry
Swain
Transylvania
Tyrrell
Union
Vance
Wake
Warren
Washington
Watauga
Wayne
Wilkes
Wilson
Yadkin
Yancey

NORTH DAKOTA

Adams
Barnes
Benson
Billings
Bottineau
Bowman
Burke
Burleigh
Cass
Cavalier
Dickey
Divide
Dunn
Eddy
Emmons
Foster
Golden Valley
Grand Forks
Grant
Griggs
Hettinger
Kidder
La Moure
Logan
McHenry
McIntosh
McKenzie
McLean
Mercer
Morton
Mountrail
Nelson
Oliver
Pembina
Pierce
Ramsey
Ransom
Renville
Richland
Rolette
Sargent
Sheridan
Sioux
Slope
Stark
Steele
Stutsman
Towner
Traill
Walsh
Ward
Wells
Williams

OHIO

Adams
Allen
Ashland
Ashtabula
Athens
Auglaize
Belmont
Brown
Butler
Carroll
Champaign
Clark
Clermont
Clinton
Columbiana
Coshocton
Crawford
Cuyahoga
Darke
Defiance
Delaware
Erie
Fairfield
Fayette
Franklin
Fulton
Gallia
Geauga
Greene
Guernsey
Hamilton
Hancock
Hardin
Harrison
Henry
Highland
Hocking
Holmes
Huron
Jackson
Jefferson
Knox
Lake
Lawrence
Licking
Logan
Lorain
Lucas
Madison
Mahoning
Marion
Medina
Meigs

OHIO—Continued

Mercer
Miami
Monroe
Montgomery
Morgan
Morrow
Muskingum
Noble
Ottawa
Paulding
Perry
Pickaway
Pike
Portage
Preble
Putnam
Richland
Ross
Sandusky
Scioto
Seneca
Shelby
Stark
Summit
Trumbull
Tuscarawas
Union
Van Wert
Vinton
Warren
Washington
Wayne
Williams
Wood
Wyandot

OKLAHOMA

Adair
Alfalfa
Atoka
Beaver
Beckham
Blaine
Bryan
Caddo
Canadian
Carter
Cherokee
Choctaw
Cimarron
Cleveland
Coal
Comanche
Cotton
Craig
Creek
Custer
Delaware
Dewey
Ellis
Garfield
Garvin
Grady
Grant
Greer
Harmon
Harper
Haskell
Hughes
Jackson
Jefferson
Johnston
Kay
Kingfisher
Kiowa
Latimer
Le Flore
Lincoln
Logan
Love
McClain
McCurtain
McIntosh
Major
Marshall
Mayes
Murray
Muskogee
Noble
Nowata
Okfuskee
Oklahoma
Okmulgee
Osage
Ottawa
Pawnee
Payne
Pittsburg
Pontotoc
Pottawatomie
Pushmataha
Roger Mills
Rogers
Seminole
Sequoyah
Stephens
Texas
Tillman
Tulsa
Wagoner
Washington
Washita
Woods
Woodward

OREGON

Baker
Benton
Clackamas
Clatsop
Columbia
Coos
Crook
Curry
Deschutes
Douglas
Gilliam
Grant
Harney
Hood River
Jackson
Jefferson
Josephine
Klamath
Lake
Lane
Lincoln
Linn
Malheur
Marion
Morrow
Multnomah
Polk
Sherman
Tillamook
Umatilla
Union
Wallowa
Wasco
Washington
Wheeler
Yamhill

PENNSYLVANIA

Adams
Allegheny
Armstrong
Beaver
Bedford
Berks
Blair
Bradford
Bucks
Butler
Cambria
Cameron
Carbon
Centre
Chester
Clarion
Clearfield
Clinton
Columbia
Crawford
Cumberland
Dauphin
Delaware
Elk
Erie
Fayette
Forest
Franklin
Fulton
Greene
Huntingdon
Indiana
Jefferson
Juniata
Lackawanna
Lancaster
Lawrence
Lebanon
Lehigh
Luzerne
Lycoming
McKean
Mercer
Mifflin
Monroe
Montgomery
Montour
Northampton
Northumberland
Perry
Philadelphia
Pike
Potter
Schuylkill
Snyder
Somerset
Sullivan
Susquehanna
Tioga
Union
Venango
Warren
Washington
Wayne
Westmoreland
Wyoming
York

PUERTO RICO (Districts)

Aguadilla
Arecibo
Guayama
Humacao
Mayaguez
Ponce
San Juan

RHODE ISLAND

Bristol
Kent
Newport
Providence
Washington

SAMOA

Tutuila Island

SOUTH CAROLINA

Abbeville
Aiken
Allendale
Anderson
Bamberg
Barnwell
Beaufort
Berkeley
Calhoun
Charleston
Cherokee
Chester
Chesterfield
Clarendon
Colleton
Darlington
Dillon
Dorchester
Edgefield
Fairfield
Florence
Georgetown
Greenville
Greenwood
Hampton
Horry
Jasper
Kershaw
Lancaster
Laurens
Lee
Lexington
McCormick
Marion
Marlboro
Newberry
Oconee
Orangeburg
Pickens
Richland
Saluda
Spartanburg
Sumter
Union
Williamsburg
York

SOUTH DAKOTA

Armstrong
Aurora
Beadle
Bennett
Bon Homme
Brookings
Brown
Brule
Buffalo
Butte
Campbell
Charles Mix
Clark
Clay
Codington
Corson
Custer
Davison
Day
Deuel
Dewey
Douglas
Edmunds
Fall River
Faulk
Grant
Gregory
Haakon
Hamlin
Hand
Hanson
Harding
Hughes
Hutchinson
Hyde
Jackson
Jerauld
Jones
Kingsbury
Lake
Lawrence
Lincoln
Lyman
McCook
McPherson
Marshall
Meade
Mellette
Miner
Minnehaha
Moody
Pennington
Perkins
Potter
Roberts
Sanborn
Shannon
Spink
Stanley
Sully
Todd
Tripp
Turner
Union
Walworth
Washabaugh
Yankton
Ziebach

TENNESSEE

Anderson
Bedford
Benton
Bledsoe
Blount
Bradley
Campbell
Cannon
Carroll
Carter
Cheatham
Chester
Claiborne
Clay
Cocke
Coffee
Crockett
Cumberland
Davidson
Decatur
De Kalb
Dickson
Dyer
Fayette
Fentress
Franklin
Gibson
Giles
Grainger
Greene
Grundy
Hamblen
Hamilton
Hancock
Hardeman
Hardin
Hawkins
Haywood
Henderson
Henry
Hickman
Houston
Humphreys
Jackson
Jefferson
Johnson
Knox
Lake
Lauderdale
Lawrence
Lewis
Lincoln
Loudon
McMinn
McNairy
Macon
Madison
Marion
Marshall
Maury
Meigs
Monroe
Montgomery
Moore
Morgan
Obion
Overton
Perry
Pickett
Polk
Putnam
Rhea
Roane
Robertson
Rutherford
Scott
Sequatchie
Sevier
Shelby
Smith
Stewart
Sullivan
Sumner
Tipton
Trousdale
Unicoi
Union
Van Buren
Warren
Washington
Wayne
Weakley
White
Williamson
Wilson

TEXAS

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin
Bailey
Bandera
Bastrop
Baylor
Bee
Bell
Bexar
Blanco
Borden
Bosque
Bowie
Brazoria
Brazos
Brewster
Briscoe
Brooks
Brown
Burleson
Burnet
Caldwell
Calhoun
Callahan
Cameron
Camp
Carson
Cass
Castro
Chambers
Cherokee
Childress
Clay
Cochran
Coke
Coleman
Collin
Collingsworth
Colorado
Comal
Comanche
Concho
Cooke
Coryell
Cottle
Crane
Crockett
Crosby
Culberson
Dallam
Dallas
Dawson
Deaf Smith
Delta
Denton
De Witt
Dickens
Dimmit
Donley
Duval
Eastland
Ector
Edwards
Ellis
El Paso
Erath
Falls
Fannin
Fayette
Fisher
Floyd
Foard
Fort Bend
Franklin
Freestone
Frio
Gaines
Galveston
Garza
Gillespie
Glasscock
Goliad
Gonzales
Gray
Grayson
Gregg
Grimes
Guadalupe
Hale
Hall
Hamilton
Hansford
Hardeman
Hardin
Harris
Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson
Irion
Jack
Jackson
Jasper
Jeff Davis
Jefferson
Jim Hogg
Jim Wells
Johnson
Jones
Karnes
Kaufman
Kendall
Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
Lamar
Lamb
Lampasas
La Salle
Lavaca
Lee
Leon
Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock
Lynn
McCulloch
McLennan
McMullen
Madison
Marion
Martin
Mason
Matagorda
Maverick
Medina
Menard
Midland
Milam
Mills
Mitchell
Montague
Montgomery
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolan
Nueces
Ochiltree
Oldham
Orange
Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter
Presidio
Rains
Randall
Reagan
Real
Red River
Reeves
Refugio
Roberts
Robertson
Rockwall
Runnels
Rusk
Sabine
San Augustine
San Jacinto
San Patricio
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Smith
Somervell
Starr
Stephens
Sterling
Stonewall
Sutton
Swisher
Tarrant
Taylor
Terrell
Terry
Throckmorton
Titus
Tom Green
Travis
Trinity
Tyler
Upshur
Upton
Uvalde
Val Verde
Van Zandt
Victoria
Walker
Waller
Ward
Washington
Webb
Wharton
Wheeler
Wichita
Wilbarger
Willacy
Williamson
Wilson
Winkler
Wise
Wood
Yoakum
Young
Zapata
Zavala

UTAH

Beaver
Box Elder
Cache
Carbon
Daggett
Davis
Duchesne
Emery
Garfield
Grand
Iron
Juab
Kane
Millard
Morgan
Piute
Rich
Salt Lake
San Juan
Sanpete
Sevier
Summit
Tooele
Uintah
Utah
Wasatch
Washington
Wayne
Weber

VERMONT

Addison
Bennington
Caledonia
Chittenden
Essex
Franklin
Grand Isle
Lamoille
Orange
Orleans
Rutland
Washington
Windham
Windsor

VIRGINIA

Accomack
Albemarle
Alleghany
Amelia
Amherst
Appomattox
Arlington
Augusta
Bath
Bedford
Bland
Botetourt
Brunswick
Buchanan
Buckingham
Campbell
Caroline
Carroll
Charles City
Charlotte
Chesterfield
Clarke
Craig
Culpeper
Cumberland
Dickenson
Dinwiddie
Elizabeth City
Essex
Fairfax
Fauquier
Floyd
Fluvanna
Franklin
Frederick
Giles
Gloucester
Goochland
Grayson
Greene
Greensville
Halifax
Hanover
Henrico
Henry
Highland
Isle of Wight
James City
King and Queen
King George
King William
Lancaster
Lee
Loudoun
Louisa
Lunenburg
Madison
Mathews
Mecklenburg
Middlesex
Montgomery
Nansemond
Nelson
New Kent
Norfolk
Northampton
Northumberland
Nottoway
Orange
Page
Patrick
Pittsylvania
Powhatan
Prince Edward
Prince George
Prince William
Princess Anne
Pulaski
Rappahannock
Richmond
Roanoke
Rockbridge
Rockingham
Russell
Scott
Shenandoah
Smyth
Southampton
Spotsylvania
Stafford
Surry
Sussex
Tazewell
Warren
Warwick
Washington
Westmoreland
Wise
Wythe
York

VIRGIN ISLANDS (Municipalities)

St. Croix
St. Thomas and St. John

WASHINGTON

Adams
Asotin
Benton
Chelan
Clallam
Clark
Columbia
Cowlitz
Douglas
Ferry
Franklin
Garfield
Grant
Grays Harbor
Island
Jefferson
King
Kitsap
Kittitas
Klickitat
Lewis
Lincoln
Mason
Okanogan
Pacific
Pend Oreille
Pierce
San Juan
Skagit
Skamania
Snohomish
Spokane
Stevens
Thurston
Wahkiakum
Walla Walla
Whatcom
Whitman
Yakima

WEST VIRGINIA

Barbour
Berkeley
Boone
Braxton
Brooke
Cabell
Calhoun
Clay
Doddridge
Fayette
Gilmer
Grant
Greenbrier
Hampshire
Hancock
Hardy
Harrison
Jackson
Jefferson
Kanawha
Lewis
Lincoln
Logan
McDowell
Marion
Marshall
Mason
Mercer
Mineral
Mingo
Monongalia
Monroe
Morgan
Nicholas
Ohio
Pendleton
Pleasants
Pocahontas
Preston
Putnam
Raleigh
Randolph
Ritchie
Roane
Summers
Taylor
Tucker
Tyler
Upshur
Wayne
Webster
Wetzel
Wirt
Wood
Wyoming

WISCONSIN

Adams
Ashland
Barron
Bayfield
Brown
Buffalo
Burnett
Calumet
Chippewa
Clark
Columbia
Crawford
Dane
Dodge
Door
Douglas
Dunn
Eau Claire
Florence
Fond du Lac
Forest
Grant
Green
Green Lake
Iowa
Iron
Jackson
Jefferson
Juneau
Kenosha
Kewaunee
La Crosse
Lafayette
Langlade
Lincoln
Manitowoc
Marathon
Marinette
Marquette
Menominee
Milwaukee
Monroe
Oconto
Oneida
Outagamie
Ozaukee
Pepin
Pierce
Polk
Portage
Price
Racine
Richland
Rock
Rusk
St. Croix
Sauk
Sawyer
Shawano
Sheboygan
Taylor
Trempealeau
Vernon
Vilas
Walworth
Washburn
Washington
Waukesha
Waupaca
Waushara
Winnebago
Wood

WYOMING

Albany
Big Horn
Campbell
Carbon
Converse
Crook
Fremont
Goshen
Hot Springs
Johnson
Laramie
Lincoln
Natrona
Niobrara
Park
Platte
Sheridan
Sublette
Sweetwater
Teton
Uinta
Washakie
Weston
Yellowstone National Park

NOTES

21. PATENTS, TRADEMARKS, AND OFFICIAL GAZETTE

PATENTS

ABBREVIATIONS

Abbreviations with periods are set without spaces, as *U.S.*, *r.p.m.*, *i.e.*

Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as *section 7(B)(1)(a)*, *paragraph 25(a)*, *paragraph (a)(2)*, etc.

Follow copy, except in headings, in which the names of States are abbreviated (see p. 155), but spell out Territory of Hawaii, Virgin Islands, Puerto Rico, Canal Zone, and Panama Canal Zone.

Fractions in assignments, etc., should be spelled (rule 11.28).

Mount and *Fort* in place names are spelled out.

Saint should be abbreviated *St.* in names of United States cities, but follow copy in foreign patents (*St.*, *Saint*, *Ste.*, *Sainte*). Sections of cities should be printed *N.W.*, *E.C.*, etc.

Follow copy in the use of the word *Figure* or the abbreviation *Fig.* when followed by numeral where reference is made to figures of the drawings.

Use *etc.* in headings, but follow copy (*&c.* or *etc.*) elsewhere.

Spell out *&* wherever it appears in copy, except in the names of firms and corporations, where copy should be followed.

Abbreviations used in chemical and mathematical equations should be followed.

Some of the abbreviations commonly used in patent work are as follows:

A.C. or A.-C., alternating current
A.F., A.-F., or AF, audiofrequency
A.F.C. or AFC, automatic frequency control
A.G.C. or AGC, automatic gain control
a.m., ante meridiem
A.M. or AM, amplitude modulation
A.N., acid number
A.P.I. or API, American Petroleum Institute
a./s.f. or a.s.f., amperes per square foot
A.S.T.M. or ASTM, American Society for Testing Materials
A.U., angstrom units
A.V., acid value
A.V.C. or AVC, automatic volume control

b./d., barrels per day
B.H.P., brake horsepower
b.p.s.d., barrels per stream day

C., centigrade, cent.
ca or ca., circa (about)
C.B.M., constant boiling mixture
cc., cubic centimeter
c.f.m., cubic feet per minute
C.F.R. or CFR, Cooperative Fuel Research
c.f.s., cubic feet per second
C.G., center of gravity
c.g.s., centimeter-gram-second
C.P., constant pressure
cp. or cpe., cps., centipoise(s)
c.p.m., cycles per minute; also, counts per million
C.R., cathode ray
C.R.T., cathode ray tube
c./s. or c.p.s., cycles per second
cs., centistoke
C.W., continuous wave
cwt., hundredweight

D (optics), sodium line of solar spectrum
D.B., dry basis
db, decibel
D.C. or D.-C., direct current
D.F., direction finder
D.P.H., diamond pyramid hardness

E.C.C., electrical continuous cloth
E.M.F. (plural E.M.F.'s), electromotive force
E.M.U., electromagnetic unit
E.P., end point

F.H.P., friction horsepower
F.M. or FM, frequency modulation
f.p.s., feet per second

g (optics), hydrogen line of solar spectrum
g or G (acceleration)
g.p.d., grams per denier
g.p.g., grams per gallon
g.p.m., gallons per minute

HF, combination of hydrogen and chloride
H.F., H.-F., or HF, high frequency
Hlm., Hefner lumens
H.P.M.V., high pressure metal vapor
Hz., cycles per second (German)

I.A.C.S., International Annealed Copper Standard
I.F., I.-F., or IF, intermediate frequency
IR, current times resistance
I.V., initial velocity

kc.s. or kc./s., kilocycles per second
k.e.v. or kev., kiloelectron volts
kgr., kilograin
kHz., kilohertz
K.V., kinematic viscosity
k.v.a., kva., or kv.-a., kilovolt-ampere
k.v.p., kv. p., or kvp., kilovolts peak
kw., kilowatt

L.P.G., liquefied petroleum gas

M, molecular weight
ma., milliampere

M.A.C., mean aerodynamic chord
M.E.P., mean effective pressure
m. eq., me., or meq., milliequivalent
m.e.v., million electron volts
M.M.F., magnetomotive force
m.p.h., miles per hour
M s.c.f., thousand standard cubic feet
M.T.D., mean temperature difference
μf. or mfd., microfarad
mμg., millimicrograms
mM., millimoles

N, normal
N.N., neutralization number
N.P.A. or NPA, National Petroleum Association
N.T.P., normal temperature and pressure

O.D., outside diameter

pf., piccofarad
PIV or P.I.V., positive infinity variable
p.m., post meridiem
P.P.I., plan position indicator
p.p.m., pounds per minute (also parts per million)
p.s.i.a., pounds per square inch absolute
p.s.i.g., pounds per square inch gauge

R.&B., ring and ball method
R-C, R.C., or RC, resistance-capacitance
REP or R.E.P., Roentgen equivalent physical
R.F., R.-F., or RF, radiofrequency
R.H., relative humidity
R.M.S., root mean square
r.p.m., revolutions per minute

S.A.E. or SAE, Society of Automotive Engineers
s.c.f., standard cubic foot
s.c.f.m., standard cubic feet per minute
s.f.m. or s.f.p.m., surface feet per minute
S.P.D.T., single pole double throw
S.P.S.T., single pole single throw
S.U.S. or SUS (also S.S.U. or SSU), Saybolt Universal seconds
S.U.V. or SUV, Saybolt Universal viscosity
S.W.G., standard wire gauge

T.M., time modulation
t.p.i., turns per inch (yarn)
T.R.F., tuned radiofrequency
T.S., tensile strength
TV, television

U.H.F. or UHF, ultra high frequency
u./mg., units per milligram

V.F., voice frequency
V.G.C., viscosity gravity constant
V.H.F. or VHF, very high frequency
VI or V.I., viscosity index
V.L.F. or VLF, very low frequency
V.P., variable pressure
v./v./hr., vibration velocity per hour

W.C.F., Watson characterization factor

Y.P., yield point

CAPITALIZATION

Capitalize *Letters Patent* whether standing alone or followed by a numeral. Capitalize *Patent, Design, Reissue, Certificate, Serial, Sheet, Plate, Diagram, Case,* and *Division,* where followed by a numeral, in any one of the following forms:

Patent No. 680,180
my Patent No. 680,180 *or* my patent, No. 680,180
Patent 680,180
British patent specification No. 162,578 *but* British Patent No. 162,578
Design No. 10,500
Reissue No. 14,500
reissued Patent No. 14,500
Reissue Patent No. 14,900
Serial No. 1
Sheet 1
Example 1
Plate 1
Diagram 1
Case A
Equation 1
Formula 1
Division A

Lowercase *patent statutes.*

Proper nouns used as adjectives should generally be capitalized. There are a few exceptions to this rule. (Refer to list of words in common use in patents, p. 266.)

Capitalization should be followed on unfamiliar terms or where there is some doubt as to their import.

Follow copy on such terms as *Danger position* or *"danger" position; On position* or *"on" position; "Off" position,* etc.

Follow capitalization or quotation marks on legends which appear on drawings, devices, blank forms, etc.

Capitalize the word *Figure* spelled or abbreviated, if followed by a numeral, where reference is had to figures of the drawings.

Capitalize the following where reference is had to a geographical subdivision of a foreign country and where used in connection with the name thereof:

Canton (Switzerland and Luxembourg)
Commonwealth (Australia)
Department (France, etc.)
Dominion, District (Canada)
Duchy or Grand Duchy
Empire
Federal District (Brazil, Mexico, and Venezuela)
Kingdom
Län (Sweden)
Prefecture (Japan)
Principality
Province
Provincial District (New Zealand)
Republic
State
Territory
Union (South Africa)
Vilayet (Turkey)

Capitalize the scientific names of plants and animals where reference is had to the genus, order, or family, but always lowercase the species, as *crispus* (species), Chondrus (genus), *Chondrus crispus* (genus and species), Algae (order). Where reference is had to an individual member of an order, lowercase, as an alga (or the algae) of the genus Chondrus.

Capitalize the principal words of titles of books, magazines, and other publications, as well as titles of articles therein.

Capitalize the principal words of titles of inventions where preceded by the word *entitled*, as: *The invention shown in my Patent No. 530,410, entitled, Variable-Speed-Transmission Gearing;* also capitalize the principal words of title of invention in text when referring to title of previous patent in connection with date and serial or patent number.

Where part of an incorporated name, capitalize the word *city*, as Kansas City, Oklahoma City, Jersey City, etc.; but lowercase New York city, etc.

Names of individuals comprising lowercased *de, von*, etc., and such terms as *nee* (or *née*) and *geboren*, should be printed in lowercase.

Style for use of lowercase and capital letters following hyphen:

2-amino
p-Amino
α-Amino
A-amino
δ-Amino
Δ-amino
α,β-Amino
α,δ-Amino
A,Δ-amino

NOTE.—After Greek capital letters word is lowercase, but after Greek lowercase letters word is capitalized.

FIGURES

Follow copy, except in assignments in headings, where figures should be spelled. Change *Figure one, Fig. two*, etc., in the text to *Figure 1, Fig. 2*, etc. Change *claim one* to *claim 1*, etc. Follow Roman numerals.

GOTHIC

All letters and figures relating to shape should be in gothic, except I. Where copy has tee shape, change to **T** shape, but follow "magic tee" or "magic T"; eye beam, change to I beam, but eye bolt; ell, change to **L**; in the form of an **A**; the **A** frame; the **Y**; in the shape of an **8**. Plurals are formed by adding apostrophe and letter *s*, as **T**'s. Do not quote gothic, as "**A**" frame. If quotes are in copy, omit them. Golf tee should be spelled, as it does not indicate shape. No gothic in heads.

ITALIC AND ROMAN

Italic must be used in the Latin names of plants and animals where reference is had to the species (as *tuberosa*) or to the genus followed by the species (as *Asclepias tuberosa*); but roman should be used where reference is had to the genus alone (as Asclepias) or to the order (as Asclepiadaceae). Also italicize the names of vessels and titles of cases in citations, as *Smith et al.* v. *Brown;* the *Brown Case* (180 O.G. 306).

Roman should be used in the Latin names of medicines, diseases, anatomical terms, chemicals and dyestuffs, geological and mineralogical terms, Latin words and phrases generally, and in titles of books, magazines, and other publications.

In equations, inferior letters are always set in italic but set in roman elsewhere. Thus: 2_t+t_A; the table 2_{t} or the table t_{A}, etc.

Use roman in obvious phrases and words, such as supra, infra, prima facie, etc. Only such words should be set in italic as have been marked by the copy editor, except that Latin names of plants and animals should be set in italic in accordance with the above rule, even if not so marked in copy.

In mathematical equations and chemical formulas, letters representing unknown quantities, etc., are set in italic, but symbols and abbreviations of names of functions, processes, or elements remain roman, even though without punctuation. Thus—

$$x^2yz+kl=1$$

$$\tanh a \cos b=\sin c \qquad \mathrm{CH}_x\text{—}\mathrm{CH}_y\text{—}\mathrm{CH}_x \qquad \mathrm{C}_n\mathrm{H}_{n+2}$$

LEADER AND TABULAR WORK

Aline decimal points only when specifically prepared to aline by copy preparer or when table has a total.

SAMPLES OF LEADERWORK IN PATENTS IN PREFERRED ORDER

Refractive index		1.4611 at 21° C.
Boiling point		168.2° C.
Thiocyanate number		Nil
Catalyst temperature, ° C.		300 to 320
Pressure atmosphere		1
Index of refraction of effluent (n_D^{20})		1.4393
N-methyl-para-aminophenol sulfate	grams	0.8
Borax	do	3.0
Water	cc	500
Ammonium hydroxide—28% (same amount as used in each process)	grams	210
Naphthenic acid (A.N. 235) hydrogenated rosin mixture of which 15% is hydrogenated rosin	grams	357

Leady litharge	5% to 95%.
Basic lead sulphate	5% to 30%.
Normal lead sulphate	40 cc./lb. to 90 cc./lb.
Mixing time	5 sec. to 5 min.
Paste density	60 to 78 g./cu. in.
Catalyst	Iron.
Pressure	230 lb./in.^{2}, gage.
Space velocity	5.14 cu. ft. CO, measured at 60° F. and 1 atmosphere, per pound of iron per hour.
CO concentration in feed	9.3% by volume.

SAMPLE OF REFRACTIVE INDEX TABLE

[Aperture ratio 1: 4.35]

Lenses	Radii	Thicknesses and Separations	n_d	v	$\Delta n/r$
	$r_1=+0.577316\cdot f$				$+1.288722/f$
L_I		$d_1=0.06778\cdot f$	1.74400	44.9	
	$r_2=+1.31122\cdot f$				$-0.567410/f$
		$l_2=0.00311\cdot f$			
	$r_3=+0.391438\cdot f$				$+1.703258/f$
L_{II}		$d_3=0.10821\cdot f$	1.66672	48.4	
	$r_4=\infty$				0.000000
L_{III}		$d_4=0.01710\cdot f$	1.62536	35.6	
	$r_5=+0.261622\cdot f$				$-2.390319/f$
		$l_5=0.28451\cdot f$			
	$r_6=-0.293543\cdot f$				$-2.520925/f$
L_{IV}		$d_6=0.03109\cdot f$	1.74000	28.2	
	$r_7=-2.77122\cdot f$				$+0.267030/f$
		$l_7=0.00994\cdot f$			
	$r_8=-2.07811\cdot f$				$-0.358018/f$
L_V		$d_8=0.08084\cdot f$	1.74400	44.9	
	$r_9=-0.388640\cdot f$				$+1.914368/f$
		$l_9=0.00311\cdot f$			
	$r_{10}=+10.8747\cdot f$				$+0.068416/f$
L_{VI}		$d_{10}=0.08395\cdot f$	1.74400	44.9	
	$r_{11}=-0.711298\cdot f$				$+1.045975/f$

REFERENCES CITED

"References cited" line in patents and designs should read as follows:

References Cited in the file of this patent

"References cited" line in reissues to read as follows:

References Cited in the file of this patent
or the original patent

In listing foreign patents, the actual name of the country must be given. For example, if a British patent has been cited, the country is to be listed as Great Britain or England, a Dutch patent as Netherlands or Holland, a French patent as France, a Swiss patent as Switzerland, etc. The name of the country is not to be abbreviated.

Centerheads.—References Cited, 8 points before and 4 points after. United States Patents, Foreign Patents, and Other References, 4 points each side.

Name column.—Spacebands at each end of leaders.

Date column.—Spell out May, June, and July; abbreviate all other months.

Country column.—Spacebands at each end of leaders.

Number column.—Under both United States Patents and Foreign Patents, all figures aline on right.

Indent all 7-figure lines 1 en space.

Indent all 6-figure lines 1 em and 1 thin space.

Indent all 5-figure lines 1 em, 1 en, and 1 thin space.

Set Reissues and Plant Patents flush on left using thin space after Re. and en space after P.P.

SAMPLE OF ALINEMENT FOR PATENTS AND DESIGNS

References Cited in the file of this patent

UNITED STATES PATENTS

Re. 20,000□□	Ubbelholde	July 13, 1937
	□(Original No. 45,834)	
P.P. 1,200	Schwartz	Jan. 8, 1935
D. 115,856	Jones	Jan. 1, 1941
1,945,330	Nord	Jan. 30, 1934
2,249,745	Charch	July 22, 1941

FOREIGN PATENTS

2,463,544□□	France	Jan. 21, 1941
33,893	France	Mar. 26, 1929
	□(Addition to No. 634,700)	
424,229	Great Britain	Feb. 18, 1935
236,569	Great Britain	Feb. 6, 1943
of 1942		
256,724	Great Britain	of 1934

OTHER REFERENCES

"Drying and Dehydration of Foods," by Von Loesecke, pp. 158 and 159. (Copy in Division 63.)

"Fundamentals of Dairy Science," Associates of Rogers, pp. 201 and 202. (Copy in Division 63.) Second edition.

Adkins: Reactions of Hydrogen (U. of Wis.), p. 87 (1946).

Ser. No. 362,608, Bachle et al. (A.P.C.), published Apr. 20, 1943.

SAMPLE OF ALINEMENT FOR DESIGNS

D. 45,856□□	Jones	Jan. 1, 1935
D. 115,856	Jones	Jan. 1, 1941
2,321,066	Dense et al.	June 8, 1943

Indent all 6-figure lines, D. and 1 thin space.

Indent all 5-figure lines, D. and 1 en space and 1 thin space.

MISCELLANEOUS

Notice if patent is a *division*, a *continuation*, a *refile*, a *no fee*, a *no drawing*, or has *foreign application*, and make head read accordingly. New matter supplied in the head, not appearing on file, must be queried.

Copy should be followed as to the use of the noun *drawing* or *drawings*.

In formulas and equations close up all symbols, also reference letters unless separated by commas.

Care must be taken to see that claims are properly numbered. Where reference is made in a claim to the number of a preceding claim, see that the proper number is used when claims have been renumbered. If the claim for the Official Gazette refers to another claim, the reader must query the claim.

Serial number on file and copy must be checked as well as folios top and bottom.

In all numbered paragraphs *other than claims*, the figure will be set in parentheses.

In patents signed by an executor or administrator, the pronouns should be changed and queried. Examples: Change *I claim* to *What is claimed is; My invention* to *The invention*, etc.

Territory of should be inserted before *Hawaii* and *Guam* if omitted from jacket. In Canadian, Australian, New Zealand, Union of South Africa, Republic of the Philippines, and Mexican (except Mexico City) patents, supply name of Province or State.

Figures of less than six digits should not be broken at the end of a line. If a break is unavoidable, divide on the comma, retain it, and use a hyphen. However in chemical terms, such as, for example, 1,2,4,5,6-anthraquinone, do *not* use hyphen at end of line when break between figures is necessary, but retain the comma.

In equations, inferior letters or figures precede superiors if typed together; but follow copy if superior appears first. If either inferior or superior is too long, then the two are alined on the left and must be hand set.

SPELLING

Webster's New International Dictionary, current edition, is recognized as the standard authority in the spelling and division of words. Where the dictionary recognizes different forms of spelling the same word, follow the form given in copy. Hackh's Chemical Dictionary is used for chemical words and terms.

Authorities for the spelling of geographic names (local and foreign) are listed in the order of their preference: Decisions of the U.S. Board on Geographic Names; U.S. Directory of Post Offices; Columbia Lippincott Gazetteer of the World; Webster's Geographical Dictionary; New World Loose Leaf Atlas; Rand McNally Atlas. No accented letters are used in geographic names.

Follow copy for suffixes *ize* and *ise*.

List of common and preferred forms

acetyl, acyl
actuable, actuatable
airplane, aeroplane
align, aline
alkalies, alkalis
Allen wrench
aluminum, aluminium
ampoule, ampul, ampulla, ampule
anaeric
Angstrom or angstrom unit
aquadag
Argand burner
arsenic (compounds)
arsinic (acids)
artesian well
Axminster rug
azo dyestuffs

B flat
babbitt
Babbitt metal
bail, bale (interchangeable)
balata
Basel (town), Basle (firm)
Baumé, Beaumé, Bé.
benzene, benzine
benzol, benzole
bib (child's apron)
bibb (faucet)
bitting
Blaugas
blucher shoe
bluing, blueing
bootees, booties
bouillon (soup), bullion (metal)
Bourdon tube
Bowden wire
brassière or brassiere
brier, briar
Brigg's logarithms
Bright's disease
Brinell
Bristol board
britannia ware
Brix hydrometer
brooch, broach (pin)
brown mixture
Brussels sprouts
Bunsen burner
bur (prickly covering)
burned, burnt
burr (tool)
bus, buss; pl. buses, busses
by-pass, bye-pass, bypass

cacao (seed)
candelilla (wax of plant)
canton flannel
capacitive, capacitative
carbide (only)
carburation, carburetion
carburetor, carbureter, carburettor, carburetter, carburator
Cardan shaft
carline, carling (construction)
carnauba wax
carrousel
cascade (circuit)
cascode (tuner)
caster, castor; castor bean
cat whisker
celtium
cementitious (only)
chaise longue
pl. chaises longues
chamfer, champfer, champer
changeable (only)

charr (fish), char, chare (to burn)
chianti belt
Chianti wine
chifforobe
china clay
China-wood oil
chute, shoot, shute
cipher, cypher
circuitry
citrus, citrous
clevis
cliché
closable, closeable
coca (drug)
cocoa (made from cacao seed)
coky (cokelike)
communicable (only)
condensable, -ible
condenser (only)
conduit, conduct
condulet
Congo red
congress boot
connectible, -able
connector, connecter
contractable, -ible
conveyer, conveyor
cophasely, cophasally
corselets
corsetlets
coumarin, cumarone, coumarone
coupé or coupe
crème
crepe, crape, crêpe
crepe de Chine
cyanide (only)

damar
dammar varnish
dawsonite
decibel
dee (voltage)
deflectable, -ible
diarrhea, diarrhoea
dieing (stamping)
diesel engine
disassemble
dislodgment, dislodgement
dispatch, despatch
distilland
Dobell's solution
doré bullion
doup (weaving)

eau de Cologne
eccentric, excentric
éclair
eddy current
Eddy kite
embed, imbed
empennage
enclose, inclose
engageable (only)
expandable, -ible
expansible
extendable, -ible
extensible
eye-bolt, eyebolt, eye bolt (not I bolt)
eyeleting

factis (solidified oil)
felly, felloe
Ferris wheel
feterita (grain)
filet (lace)
filtrable
Fischer-Tropsch
flier, flyer
Formalin or formalin
Fourdrinier machine
Friedel-Crafts
frusto, frustro
frustum, frustrum

fryer, frier
Fuller valve
fuller's earth
fuse, fuze
fuselage

Garnett machine
gauge, gage, guage
gelatin, gelatine
Geneva gear
gettering
gilsonite or Gilsonite
gimbal ring
glacé or glace
gluing (only)
Gnome engine
grabbots (cotton refuse)
Gramme ring
gramophone
graphechon
grill (broiler) }
grille (grating) } interch.
grommet, gromet, grummet
Gruyère
guayule
Gulf Coast oil
gum arabic

Hamburg steak
hamburger }
Hamburger } follow in text
hawser, hauser
height, highth, hight, heighth
henrys, henries
hindrance, hinderance
Holland gin
holland linen
horsepower
humidistat or humidostat
hydrophilic
hyposulphite (not hyposulfite)
hypotenuse, hypothenuse

I.B.X (intermediate branch exchange)
I beam (see eye-bolt)
ignitable, -ible
ignitron
impeller, impellor
in any wise
india ink, India ink
Indian corn
in no wise
input, imput
insertable, -ible
in so far or insofar
insomuch
interiorly, interially (not interiorally)
introducible

Jacquard or jacquard loom (lowercase all others, as: jacquard motion, etc.)
jam, jamb (pressure, nut)
jamb, jambe (door)
japan varnish
joule (unit of energy)
Joule's (cycle, law, or equivalent)
junctor

kafir, kaffir
kaoliang (grain)
Kassel (not Cassel)
Keen's or Keene's cement
Kelly (adj.), kelly (n.)
Kelvin scale, or K.
kerosene, kerosine
kieselguhr
kilogram, kilogramme
kraft paper (not craft)
Krefeld (not Crefeld)
Kreis

lavaliere, lavalier, lavallière
Lecher wire
lehr, leer
lens, pl. lenses
Levers lace
liquefy, liquify
lithopone
lodgment, lodgement
longéron
losser circuit
lossy
loupe (jeweler's)
louver, louvre
Lumière
luminaire

macadam road
Mach
machinability
machinable
mah-jongg
maltha (mineral tar)
mandrel, mandril
maneuver, manoeuvre
Mangin mirror
manila paper
manila rope
manipulable, manipulatable
mansard roof
mantel, mantle (fireplace)
mantle, mantel (cloak)
marcelling
Marcel wave
medicament (not medicant)
megohm (measure)
metalation
mho (reciprocal of ohm)
microhm (measure)
Mid-Continent oil
mil (no period—wire measure)
Miller hook
milo grain
miscella (solvent and tallow mixed)
Minié rifle
mitered, mitred
moiré (v. and adj.)
moire (n.)
mol., mols., mol, mols, mole, moles (fol.)
montan wax
morocco binding
movable, moveable
mucus (n.), mucous (adj.)
multipling
mutor

nacelle
naphtha, naptha
naphthalene, naphthaline
naphthol, naphtol
navy blue
neat's-foot oil
negligee, negligé
negligible, negligeable
neon
neoprene
nick, knick
nickel (metal or coin) (only)
Nicol prism
nicotine, nicotin
noble metal
nozzle, nozle
n-pole dynamo
*n*th degree
nylon

ogee shape (not O.G.)
operable, operatable
os calcis
oscillatable, oscillable
overlie
oxford shoe
oxidation, oxidization
oxide, oxid, oxyde, oxyd
Oxo or oxo

pantograph (only)
papier-mâché or mache
paraffin, paraffine
Pará rubber
Paris green
pasteurize
pâté (pie)
payed out (as a rope)
P.B.X (private branch exchange)
peen, pein
pendant, pendent (n. or adj.)
percent
peripheral, peripherial
peripherical
Phillips screw
phone
phosphorus, phosphorous
Pilsen
pimento, pimiento
pincers
pitman, pitmans
pitmen (workmen)
Pitot tube
pivotably
pivotal, pivotable
pivotally, pivotly (not pivotedly)
plaster of Paris
platen, platten, plattin
pliers, plyers
pliotron
ply, plie, plies
Pontianak gum
portière
Portland cement
practice, practise (n., v.)
preventer
projectable, projectible
Prony brake
propellant (n.); when used in combination follow copy, as propellant powder or propellent powder
propeller (only)
Puerto Rico
purée, puree
pylon

quantitative, quantative, quantitive

rabbet (carpentry)
radical, radicle (chem.)
Raney nickel
rarefy, rarify
Raschig ring
raster
reciprocable, reciprocatable
reinforce, reenforce
registrable, registerable
releasable (only)
repellent, repellant (n. and adj.)
replaceable (only)
resin, rosin
resistor, resister
résumé
retractable, retractible
revoluble, revolvable
revolubly, revolvably
Riggs' disease
Rochelle salt
rotary, rotatory, rotarily
rotatable (not rotable)
Russia leather
rutile, routile

saccharin (a bitter white lactone)
saccharine (sugar substitute)
salable, saleable
salvarsan
Samson post
saxophone
Saybolt Universal
scallop, scollop
Scotch tape
Selsyn or selsyn
selvage, selvedge
separatable
separator (only)
servomotor, servo-motor, or servo motor
settable
shelf (noun), shelve (verb)
shellac, shellack, shell-lac, shell-lacked
shoofly, shooflys
singletree, swingletree
siphon, syphon
sirup, syrup
sisal rope
sley, slay (knitting machinery)
slidable, slideable
soy, soya, or soja bean
spaceable
spigot, spicket
squeegee
Stillson wrench
strop, strap
style, stylus, styli, styluses
suede
sulph, sulfo, etc.
swage, swedge
syncro

taboret, tabouret
tainter
taxiing, taxying
therefor (in return for that or this)
therefore (consequently) only
thermion
thermionic
thermistor
thermosyphon, thermosiphon
threadably, threadedly
thresh, thrash (beat grain)
through, thru
thumb, thum
Thyratron or thyratron
tier (to tie)
Timken bearing
tire, tyre (of a wheel)
Tonne meters (Tm.)
tonsillitis, tonsilitis
torchère
torsional, tortional
transferrer, transferror
transmitter
transpondor
transversely, transversally
trippable
tunny, tuna (fish)
Turkey red
turmeric (not tumeric)
tuyère, twyer, or tuyere
Twaddell, or Twad.
tying, tieing, tied

ultor (radio)
uniflow, unaflow
un-ionized
unsanitary
utilized

valance (fabric)
valence (chemistry)
varistor
Venetian blind
venturi, pl. venturis
Venturi or venturi tube
vernier clutch
video
vinal
visor, vizor
viz or viz.
vodas
vogad
voltolized

wagon, waggon
Wheatstone bridge
Wien bridge
wienerwurst
Wilton carpet
woolen, woollen
woolly, wooly

yolk (not yelk)
yoshino paper
Young's modulus

zed shape
zinc, zink

USE OF TRADE NAMES IN PATENTS

Proper usage of trade names requires that they be capitalized at all times. The following is a partial list of trade names which may appear from time to time in patents, and such marks should be capitalized. Follow copy regarding any apparent trade name not in this list.

Alemite
Alpha (protein)
Alphasol
Al Si Mag
Alumel
Alundum
Ameripol
Anchor (fence)
Areskap
Aresket
Aresklene

Bactratycin
Bakelite
Benzedrine
Bimorph
Black Leaf 40
Blendor (Waring)
Blue Rock (clay target)
Bobbie (bobby pin)
Buna
Butyl (rubber)

Calgon
Calrod
Carbitol
Carbofrax
Carborundum
Catalin
Caterpillar (tread)
Celanese
Celastic
Cellosolve
Cellucotton (surgical dressing)
Celluloid (plastics)
Celotex
Chevron (machinery packing)
Chlorex
Chromel (alloy)
Coca-Cola
Coke
Corex
Croquignole
Cyclone (fence)

Dacron
Danforth (anchor)
Decalin
Deepfreeze (home freezer)
De-Ion
Dry Ice
Dulux
Duraloy
Duraplex

Electro-Silicon
Elektron
Emulphor

Fairprene
Fathometer
Fiberglas
Filtrol
Flexo-seal
Foamite
Freon

Geon
Glyptal
Gyropilot
Gyrosyn

Hercolyn
Hydroseal
Hyex

Igepon
Inconel
Intertype (typesetting)
Invar
Iron-Clad (batteries)

Kodak
Kodapak
Koroseal
Kovar

Lastex
Lavite
Leatherette
Lexide
Linotype
Lucite
Lux

Masonite
Methocel
Micarta
Modutrol
Monel (metal)
Monotype
Mycalex

Nekal
Neon (signs)
Nichrome
Nicofume
Nitralloy
Nonex

Orlon

Paraplex
Perbunan
Permalloy
Permutit
Phosphor bronze
Photostat
Photronic
Phytin (pharmaceutical product)
Ping-pong
Plastacele
Plexiglas
Pliofilm
Pliolite
Pliowax
Polane
Polaroid
Polymerin
Porocel
Push-Back (theater chairs)
Pyralin
Pyrex

Refinite
Resinox
Revertex
Rocklath (plasterboard)
Rockwell (tester)

Santomerse
Scotch (pressure-sensitive tape, etc.)
Shakeproof
Sheetrock
Solvesso
Speed-Nut (fastener)
Steel-Flex
Stellite
Steri-Pad (surgical dressing)
Stiflex
Sylphon
Sylphrap
Synpor
Syntron

Talon (fastener)
Technicolor
Teflon
Teletype
Textolite
Thermit
Thermos (vacuum bottle)
Thiokol
Transite

Uformite
Urotropin

Vacumatic
Varsol
Vaseline
Verichrome
Victrola
Vinylite
Vinyon
Viscoloid
Vistac
Vistanex (-Medium)
Vultex

Zip
Zipper (heels)

PLURALS

Follow copy in the Latin or English forms for plurals where both forms are recognized. A few are:

abacus, pl. abacuses or abaci
antenna, pl. antennae; E., -nas
apex, pl. apexes or apices
apparatus, pl. apparatus, apparatuses
callus, pl. calli
candelabrum, pl. candelabrums or candelabra
fascia, pl. fasciae
frustum, pl. frustums or frusta
helix, pl. helixes or helices
lamina, pl. laminae
latex, pl. latices
matrix, pl. matrices or matrixes
medium, pl. mediums or media
spatula, pl. spatulas
speculum, pl. speculums or specula
stylus, pl. styli or styluses

Collective nouns, such as *pair*, *series*, *mechanism*, *goods*, *type*, etc., may be regarded as either singular or plural, and copy should be followed.

POSSESSIVES

Correct errors in the use of the apostrophe in the possessive case. Follow document style. (See pp. 66–67.)

PUNCTUATION

Follow copy, except in headings.

In the figure description, delete all punctuation between the numeral and the verb.

Commas should not be used for periods in decimal fractions.

In equations, follow copy in use of center and regular points.

REFERENCE LETTERS AND FIGURES

Reference figures of drawings should be set in boldface type.

Where copy has capitals, use roman capitals, and when copy has lowercase letters, use lowercase italic, as "the wheel A has a rim *a* and spokes *b*; the hub B is of iron; the wrapper W*r* is of paper."

Where superior reference letters run up to "^{x}", use the superior letter "^{x}"; otherwise use superior multiple. Where superior figures are used, the superior cipher should be used, and not the letter "^{o}" or a degree mark. Where other superior letters are used, the superior letter "^{o}" should be used.

Where copy has reference characters written —12—, "12," (12) or —A—, "A," (A) consistently throughout patent, cancel dashes, quotation marks, or parentheses. When copy preparer meets with exceptions to this rule, he should mark copy "follow."

Follow copy as to *a*1, *a*2, 1*a*, 1*b*, etc., or a^{1}, a^{2}, 1^{a}, 1^{b}, etc. Copy should be followed in respect to the prime mark or superior "^{1}"; thus: "The wheels a' and a^{2}" or "The wheels a^{1} and a^{2}." Some typewriters use the prime mark for "^{1}", after passing "^{9}", as: a'^{0}, a'', a'^{2}, etc., which should be changed to a^{10}, a^{11}, a^{12}, etc.

Since most typewriters use same character for figure 1 and lowercase letter l, cipher and capital O, all such characters will be printed as figures unless otherwise marked.

If apostrophes are used for primes, change to primes.

Use the en dash where a letter is followed by a figure (A–15), or vice versa (15–A).

Use the em dash where figures or letters occur in pairs (127—127), (127—127A), (A—A), (7*d*—7*e*), (A—A5); or when a figure with a letter is followed by another figure and/or letter (8*c*—11*d*), (7*a*—11), (7*a*—A), or vice versa.

Samples of reference letters and figures with regard to use of en and em dashes when used in combinations:

127—127
127—127*a*
6–J–42
A—A
A–15
15–A
7*d*—7*e*
8*a*, 8*c*—71, 7*m*

Fig. 3–A or Fig. 3–*a* (if dash in copy), *but* Fig. 3A or Fig. 3*a*

Exceptions: When combinations of numbers or letters are followed by the word "inclusive" or when a number of references in groups (three circuits 74–76) is specified, or when it is obvious from copy that a series of figures is intended, use en dash.

NAMES IN PATENT HEADINGS

Copy signed	*Print head*
deBoise, jr.	de Boise, Jr.
DeBoise 3d	De Boise 3d
Macdonald 3rd	Macdonald 3rd
Mac Donald III	MacDonald III
Mc Murray	McMurray
VanArsdale	Van Arsdale
Vanarsdale	Vanarsdale

EXAMPLES OF HEADINGS

The following examples are intended to serve as a general guide:

(1) Straight Reissue

Original No. 1,087,735, dated February 17, 1914, Serial No. 762,048, April 18, 1913. Application for reissue May 15, 1916, Serial No. 913,970

(2) Reissued Design

Original No. 37,504, dated August 8, 1905, Serial No. 262,949, March 10, 1902, for 14 years. Application for reissue January 14, 1913, Serial No. 742,086. Term of patent 14 years

(3) Continuation of Design Application

Continuation of design application Serial No. 120,637, June 4, 1945. This application February 6, 1946, Serial No. 121,583

(4) Reissue of a Division (or Continuation)

Original No. 2,108,538, dated February 15, 1938, Serial No. 148,245, June 19, 1937, which is a division of Serial No. 757,644, December 15, 1934. Application for reissue May 23, 1938, Serial No. 209,594

(5) Reissue, Divided and Reissued

Original No. 1,879,910, dated September 27, 1932, Serial No. 285,414, June 14, 1928. Reissue application September 25, 1934, Serial No. 745,480. Divided and this application for reissue March 26, 1935, Serial No. 13,182

(6) Reissue of a Reissue

Original No. 1,566,099, dated December 15, 1925, Serial No. 563,527, May 25, 1922. Reissue No. 16,669, dated July 5, 1927, Serial No. 111,175, May 24, 1926. This application for reissue November 11, 1931, Serial No. 574,390

(7) Straight Division

Original application July 24, 1922, Serial No. 577,035, now Patent No. 153,416, dated June 23, 1925. Divided and this application August 6, 1924, Serial No. 730,429.

(8) Division of Two Applications

Original applications May 10, 1907, Serial No. 372,980, and December 11, 1908, Serial No. 467,087. Divided and this application March 28, 1910, Serial No. 552,082

(9) Original Divided and Again Divided

Original application August 26, 1921, Serial No. 495,504, now Patent No. 1,592,387, dated July 13, 1926. Divided and application September 25, 1924, Serial No. 739,882, now Patent No. 1,696,103, dated December 25,1928. Again divided and this application December 11, 1928, Serial No. 325,307

(10) Division of a Division

Application December 27, 1932, Serial No. 649,000, which is a division of application Serial No. 534,599, June 11, 1931, now Patent No. 2,003,636, dated June 4, 1935. Divided and this application August 2, 1933, Serial No. 683,364

(11) Division of a Division (Without Patent Number)

Application August 21, 1943, Serial No. 499,570, which is a division of application Serial No. 359,525, October 3, 1940. Divided and this application July 3, 1944, Serial No. 543,355

(12) Division of a Continuation

Application November 1, 1928, Serial No. 316,565, which is a continuation of application Serial No. 391,922, May 17, 1920. Divided and this application March 21, 1930, Serial No. 437,764

(13) Division and Continuation

Division of application Serial No. 378,122, February 10, 1941. Continuation of application Serial No. 416,002, October 22, 1941. This application March 3, 1944, Serial No. 524,940

(14) Division and Also a Substitute (Refile)

Original application November 6, 1929, Serial No. 405,096, now Patent No. 1,926,182, dated September 12, 1933. Divided and this application March 13, 1933, Serial No. 660,565. Also substituted for abandoned application Serial No. 496,766, November 19, 1930

(15) Division of Three Applications

Original application March 8, 1939, Serial No. 260,546. Divided and application March 2, 1949, Serial No. 435,953. Divided and application December 30, 1943, Serial No. 666,666. Again divided and this application October 2, 1949, Serial No. 5,000

(16) Continuation

Continuation of (or continuation of abandoned) application Serial No. 341,560, May 3, 1904. This application June 2, 1905, Serial No. 450,632

(17) Continuation and Substitution

Continuation of and substitution for application Serial No. 341,560, May 3, 1904. This application June 2, 1905, Serial No. 450,632

(18) Continuation of a Division

Continuation of application Serial No. 615,472, June 4, 1932, which is a division of application Serial No. 519,432, March 2, 1931. This application March 27, 1935, Serial No. 13,367

(19) Refile or Substitute (Words Are Used Interchangeably)

Refiled for abandoned application Serial No. 85,277, February 1, 1926. This application August 13, 1929, Serial No. 385,631

(20) Refile of a Division

Refiled for abandoned application Serial No. 565,899, September 29, 1931, which is a division of application Serial No. 373,636, June 25, 1929. This application February 2, 1934, Serial No. 709,529

VARIETY OF STYLES AND TERMS USED IN HEADINGS OF DESIGNS, PATENTS, AND FOREIGN APPLICATIONS

Style for designs

54,321

CABINET

John M. Doe 2d, Chicago, Ill.

Application March 13, 1933, Serial No. 100,100

Term of patent 3½ years

(Cl. D14—6)

Style for patents

1,920,952

AMPLIFYING SYSTEM

John M. Doe, Chicago, Ill., assignor, by mesne assignments, to General Aniline Works, New York, N.Y., a corporation of Delaware

Application October 22, 1922, Serial No. 100,100

(Filed under Rule 47(a) and 35 U.S.C. 116)

6 Claims. (Cl. 143—3.2)

John Doe, Detroit, Mich., assignor to General Electric Company, a corporation of New York; patent dedicated to the Public insofar as it relates to lamps and lamp parts to the extent stated in document recorded in the United States Patent Office, January 4, 1954, Liber U–238, page 394

Walter John, Gottingen, Germany; vested in the Attorney General of the United States

COMMA WITHOUT EXCEPTION

Siegstatt, near Berlin, Germany

Sundern, Kreis Arnsberg, Germany

The following (disclaimer lines) go between the "application line" and the "number of claims line":

The portion of the term of the patent subsequent to August 26, 1969, has been disclaimed

The portion of the term of the patent subsequent to August 26, 1969, has been disclaimed and dedicated to the Public

The following (granted line) follows the claim and classification line (8 point slug between):

(Granted under Title 35, U.S. Code (1952), sec. 266)

LOWERCASE

one-half	**limited-liability**, etc.
corporation of Ohio	**voluntary association**
joint-stock company	**executor, deceased**, etc.

The word *für* or *fuer* commonly found in German patents is always spelled with a lowercase (*f*).

Example: *Aktiengesellschaft für Drahtlose.*

The word *sur* found in French patents is printed:

Neuilly-sur-Seine, etc.

The word *vormals* or *vorm.* found in German patents is printed:

vormals Roessler, Berlin, or **vorm. Roessler**, etc.

FOREIGN APPLICATION

The reference to the foreign filing date appearing in the heading of the specification is not to be printed unless the following endorsement appears with the foreign country and date at the bottom of file:

"Foreign application received"

(If this endorsement does not appear, the foreign date is killed.)

This does not refer to files containing the caption "Claims Foreign Priority" at upper right-hand corner where name of country and date will suffice for endorsement.

No Drawing. Application June 22, 1933
Serial No. 100,100

Claims priority, application Great Britain
December 26, 1950

No Drawing. Application March 16, 1953
Serial No. 345,224

(Filed under Rule 47(a) and 35 U.S.C. 116)

Claims priority, application Germany March 14, 1952

4 Claims. (Cl. 260—465.3)

Original application July 22, 1933, Serial No. 100,100. Divided and this application March 27, 1934, Serial No. 649,037

Claims priority, application Netherlands
December 26, 1950

But—Disregard this style if application is filed under Public Law 690, August 8, 1946, or Public Law 619, August 23, 1954.

Application March 23, 1933, Serial No. 100,100
In Germany April 23, 1932

Sections 3 and 14, Public Law 690, August 8, 1946
Patent expires June 29, 1959

If more than one filing date appears on file, the one with the earliest date must be printed. If filed in two countries on same date, print both countries but use one date only.

FOLLOW

Firm or *firm* and *The* or *the* immediately preceding assignment firms.

John Doe, United States Army, Newark, N.J.

late of, all of, both of

Porous Company of Los Angeles,

Porous Company of California, BUT—

Porous Company, Los Angeles, Calif.,

When the year in parentheses follows the assignment it must be FOLLOWED.

Chicago, Ill., a corporation of Utah (1929)

Application filed by inventor who dies before patent is issued

Note use of semicolon in the following examples.

Leslie G. S. Slocum, San Francisco, Calif.; Frances J. Knauss, administratrix of said Leslie G. S. Slocum, deceased, assignor to The Brewer Tichener Corporation

William J. Gaven, Wilkes-Barre, Pa., and Michael Fried, Mount Vernon, N.Y.; Mary E. Gaven, administratrix of said William J. Gaven, deceased

Use or omission of word *by*

Copy should be followed in the use or omission of the word *by* shown in the two examples following, the second form being used when executrix files application. Notice that the semicolon is supplanted by comma when *by* is inserted and that the words *deceased, late of* follow name of patentee.

Edmund C. Morgan, New York, N.Y.; Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased

Edmund C. Morgan, New York, N.Y., by Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased, assignor to John Smith

When executrix has made application

Edward L. Watrous, deceased, late of El Paso, Tex., by Agnes B. Watrous, executrix, Evanston, Ill.

[Supply *late of* when signed by executor, etc., cancel *late of* when signed by inventor]

Examples of correct application of the word *and* in headings

Name, city, and name, city, State, and name, city, State
Name, city, State, name, city, State, and name, city, State
Name and name, city, State, and name, city, State
Name, city, name, city, and name, city, State
Name and name, city, and name, city, State
Name, city, and name and name, city, State
Name, name, and name, city, State

Ralph Edward Ogden, Cornwall, N.Y., and Charles C. Thompkinson, Plainfield, and Arthur R. Van Tassell, Bayonne, N.J., assignors, by mesne assignments, to J. Edward Ogden, Mountainville, N.Y.

Address of a patentee in the Armed Forces of the United States is not usually given, but should be printed when written on file

John V. Rowan, United States Army, Aurora Heights, Va.

Form when assignment was made before the death of one patentee

Henry Phillips, Ottumwa, Iowa, and William E. Hunt, deceased, late of Ottumwa, Iowa, by Josephine Hunt, administratrix, Ottumwa, Iowa; said Henry Phillips and William E. Hunt assignors to Ottumwa Box Carloader Company, Ottumwa, Iowa, a corporation of Iowa

When assignment is made by executrices

Alonzo E. Rhodes, deceased, late of Dover-Foxcroft, Maine, by Annie Marie Boswell and May Margaret Boswell, executrices, Dover-Foxcroft, Maine, assignors to Draper Corporation, Hopedale, Mass., a corporation of Maine

Note style, punctuation, and capitalization where assignment is made to the People of the United States and to the United States of America

John Doe, Chicago, Ill., assignor to the People of the United States

John Doe, Chicago, Ill., assignor to the People of the United States of America

John Doe, Chicago, Ill., assignor to the United States of America as represented by the Secretary of the Navy

When township is given, county should also follow

Charlie Jasperson, Baldwin Township, Sherburne County, Minn.

Showing position of copartnership in an assignment

Harry Glaberman, Brooklyn, N.Y., assignor to National Form & Fixture Co., a copartnership composed of Harry Glaberman and Samuel Silverman, Brooklyn, N.Y.

Doing business as or *Trading as* follows name of inventor

Henry T. Roberts, doing business as H. T. Roberts Co., Chicago, Ill.

Now by change of name follows residence

Henry T. Roberts, Chicago, Ill., now by change of name H. T. Roberts Co.

Special provision lines in heads of patents

(Filed under Rule 47)

(Filed under Rule 47(a) and 35 U.S.C. 116)

(Filed under Rule 47(b) and 35 U.S.C. 118)

(Granted under Title 35, U.S. Code (1952), sec. 266)

Change

(Granted under the act of March 3, 1883, as amended April 30, 1928; 370 O.G. 757)

to

(Granted under Title 35, U.S. Code (1952), sec. 266)

[The two latter lines require a text reference to Government ownership and/or use.]

If reference is made to Comptroller General's Decision B 111,648 of July 13, 1953, on front of patent jacket, do not look for special provision line in head (granted, etc.) but follow dedicatory clause if supplied in text.

TRADEMARKS

Follow copy and general rules for Patents, unless contrary to instructions under this heading.

All information is on the face of the file, unless the words "See Inside" appear; in which case, see Statement, or amendments thereto, inside.

To verify data on file, refer to Statement, or amendments thereto (ONLY).

Names of firms and corporations should be followed exactly.

The word *drawing* should always be singular in trademarks.

Conversion to different Register under Rule 2.75 is shown in line with serial number and filing date.

Ser. No. 660,351, filed P.R. Jan. 1, 1957;
Am. S.R. Feb. 28, 1958

Ser. No. 660,351, filed S.R. Jan. 1, 1957;
Am. P.R. Feb. 28, 1958

When referring to wording on the mark:

(1) Capitalize and quote the principal words.

(2) In translating, use lowercase and quotes except in proper names; i.e.,

> The wording "La Petite Maison" is translated "the little house."

(3) When a claim or disclaimer is made to wording on the mark, the text should conform exactly.

Abbreviate:

Ave.
St.
Blvd.
Reg. No.
Ser. No.
Bldg.

N.
E.
S.
W.

1st
2nd
3rd
4th
10th, etc.

Doing business as, *trading as*, or other words with like meaning, follow name of registrant.

By change of name from, *by merger from*, *assignee of*, or words with like meaning, follow residence.

In Consolidated Certificates, that is, a certificate combining under one registration number applications which have been previously published in more than one class, a separate paragraph is used for the goods (or services) and class number of each class, these paragraphs being arranged in numerical order of classes.

The most important part of a registration is the reproduction of the mark. A defective or possibly wrong cut should be reported to the foreman.

Information on registration *above reproduction of mark* includes: date of issue, registration number, Register (Principal, Supplemental), type of mark (trademark, service mark, certification mark, collective mark, collective membership mark), serial number, and filing date.

Order of information *following reproduction of mark:*

(1) Head (including name, State of incorporation, doing business as, address, assignor, change of name, etc.).
(2) Goods and class.
(3) Use.
(4) Disclaimers.
(5) Color lining, general description.
(6) Limitations—Sec. 2(f), Concurrent Use.
(7) Ownership or, in case of foreign trademarks, priority.

SAMPLES

Head

Solvic Société Anonyme (Belgian corporation)
33 Rue Prince Albert
Brussels, Belgium

Edmund Garrison, doing business as Garrison Dairy
7 Downs St.
Fairfax, Maine

The Murray Company of Texas, Inc. (Delaware corporation), doing business as Boston Gear Works
North Quincy, Mass.

Warner-Lambert Pharmaceutical Company
1 W. 7th St.
New York, N.Y., by change of name from
Warner-Hudnut, Inc. (Delaware corporation)
New York, N.Y.

International Harvester Company (New Jersey corporation)
10 Garrett St.
Chicago, Ill., assignee of
Russell C. Parrish
Springfield, Ohio

Goods and Class

For: CANNED SALMON AND CANNED SHRIMP, in CLASS 46.

For: PERSULFATES—NAMELY, POTASSIUM AND AMMONIUM—in CLASS 6.

Use

First use Aug. 13, 1947; in commerce Aug. 13, 1947.

First use June 1, 1927, on hydrogen peroxide, ammonium peroxide, and potassium persulfate; in commerce June 1, 1927.

First use on or about June 15, 1949; in commerce on or about June 15, 1949.

First use Aug. 20, 1952; in commerce Aug. 20, 1952; Jan. 4, 1927, as to "Troy."

Disclaimer

The representation of the derrick is disclaimed apart from the mark as shown.

The leaves of the tree appear in green color on the specimens and such color is claimed.

The drawing is lined for the color red but applicant does not restrict itself to the color red alone.

Color—Description

The drawing is lined for grey and red.

The trademark consists of a dotted line of pink placed in the selvage of the diaper. The drawing is lined for pink.

The mark translated means "the bayou."

Limitations

Sec. 2(f) as to "Troy."

CONCURRENT USE with Ser. No. 245,818 for the area comprised by the States of Maine, Rhode Island, and Vermont.

Ownership—Priority

Owner of Reg. Nos. 435,043, 523,182, and 432,557.

Owner of French Reg. No. 000,000, dated May 4, 1955 (Seine); Natl. Inst. No. 000,000.

Priority claimed under Sec. 44(d) on Swedish App. No. 000,000, filed May 4, 1955; Reg. No. 000,000, dated May 30, 1955.

OFFICIAL GAZETTE

PATENTS

All chapter heads in the Patents section of the Official Gazette are two-column heads and are set in 18-point Century expanded.

NOTICES

Follow copy in all special notices (i.e., notices signed by the Commissioner of Patents, an Assistant Commissioner, or other Patent Office official) under this head, observing Patent general rules on capitalization, quotes, and italic.

Adjudicated Patents

(D.C. Vt.) Tatko Patent No. 2,693,926 (348—120), for pallet, platform or the like, *Held* valid and infringed. *Tatko Bros. Slate Co.* v. *Hannon,* 157 F. Supp. 277; 116 USPQ 53.

(D.C. Ark.) Entz Patent No. 2,762,359 (125—23), for stone cutting machine. Claims 4, 5, 6, 7, 13, and 14 *Held* invalid and not infringed; Claims 10, 11, and 12 *Held* valid and infringed. *Southwest Industrial Products, Inc.* v. *Ezee Stone Cutter Mfg. Co.,* 157 F. Supp. 208; 117 USPQ 24.

Disclaimers

2,524,797.—*Grover B. Holtzclaw,* Charlotte, N.C. TRAVELING CLEANERS FOR TEXTILE MACHINES OR THE LIKE. Patent dated Oct. 10, 1950. Disclaimer filed Feb. 28, 1958, by the assignee, *Parks-Cramer Company.*

Hereby enters this disclaimer to claim 6 of said patent.

Patents Available for Licensing or Sale

2,714,202. Recording System Utilizing a Single Control Signal Capable of Controlling Two Characteristics of the Signal (Adaptable To Control Tape Speed). Cook Electric Co., Patent Counsel, 6401 Oakton St., Morton Grove, Ill.

General Electric Company is prepared to grant non-exclusive licenses under the following 2 patents upon reasonable terms to domestic manufacturers.

Applications for licenses under these patents should be addressed to: Patent Counsel, Lamp Division, General Electric Company, Nela Park, Cleveland 12, Ohio.

2,241,968. Light Source.

2,300,963. Electric Discharge Lamp Circuit.

Adverse Decisions in Interferences

In the designated interferences involving the indicated claims of the following patents, final decisions have been rendered that the respective patentees were not the first inventors with respect to the claims listed.

Re. Pat. 24,051, G. W. Wolcott, Flaring tool, decided Nov. 27, 1956, Interference No. 87,028, claim 1.

Pat. 2,533,369, E. C. Hartwig, Electronic sequence timer, decided June 29, 1956, Interference No. 85,711, claim 6.

Classification Order No. 215

The following transfer is hereby ordered to take effect on Monday, March 4, 1957:

From Division 42 to Division 5
Class 116, Signals and Indicators.

M. C. ROSA,
Director, Patent Examining Division.

DECISIONS IN PATENT AND TRADEMARK CASES

Follow copy, except in capitalization and citations.

Follow italic in decision matter, except in Latin phrases and words, such as *supra, infra, prima facie,* etc.

The decisions from the various court reports should be cited as follows:

Supreme Court of the United States
Funk v. *Kalo,* 333 U.S. 127.

United States Court of Appeals, District of Columbia Circuit
Thorne, Neale & Co. v. *Coe,* 79 U.S. App. D.C. 122.

United States Court of Customs and Patent Appeals
In re Metzner, 35 CCPA 789.

Federal Reporter
Bradley v. *Eccles,* 126 Fed. 945.

Federal Reporter, Second
In re Helmond, 124 F.2d 222.

U.S. Patents Quarterly
In re Helmond, 52 USPQ 101.

Capitalize in decision matter as follows:

(1) Full titles of courts, as U.S. Supreme Court; also Court of Appeals, Circuit Court of Appeals, etc.
(2) The word *Court* referring to the U.S. Supreme Court, but lowercase elsewhere.
(3) Full titles of acts, as Trademark Act, Spooner Act, etc., but *act,* where standing alone, or *act of 1905.*
(4) The word *Office,* referring to Patent Office.
(5) Titles of officials of Patent Office.

Set syllabus 6-point leaded.

Set quoted matter which exceeds two lines in 6-point solid.

In heading of a decision:

(1) Title of court: 8-point Times Roman bold.
(2) Names of litigants: 8-point Modern caps and small caps.
(3) Appeal number and date: 6-point Modern italic.
(4) Numbered headings in syllabus: 6-point Modern caps and small caps.

EXAMPLE

United States Court of Appeals
District of Columbia Circuit

DONALD H. JACOBS *v.* ROBERT C. WATSON, COMMISSIONER OF PATENTS

No. 13,902. Decided February 20, 1958

[— U.S. App. D.C. —; — F.2d —; 116 USPQ 306]

1. PATENTABILITY — PARTICULAR SUBJECT MATTER — ELECTRONIC NAVIGATION AND POSITION-FINDING SYSTEM.

Held that no basis was found for disturbing the action of the District Court in holding claims to an electronic navigation and position-finding system unpatentable over the prior art.

2. REVIEW BY U.S. DISTRICT COURT FOR THE DISTRICT OF COLUMBIA — JURISDICTION — CANCELED CLAIMS NOT CONSIDERED BY BOARD OF APPEALS.

Held that no basis was found for disturbing the action of the District Court in concluding that it was without jurisdiction to authorize the allowance of canceled claims which were not considered by the Board of Appeals.

APPEAL from the United States District Court.

AFFIRMED.

Donald H. Jacobs, pro se.

Clarence W. Moore (*George C. Roeming* of counsel) for the Commissioner of Patents.

Before BAZELON, DANAHER, and BASTIAN,
Circuit Judges

PER CURIAM:

Appellant brought this suit for a patent on an electronic navigation and position-finding system. The District Court concurred with the Examiner and the Board of Appeals that the claims in issue here were unpatentable over prior art. The court also concluded that it was without jurisdiction to authorize the allowance of canceled claims which were not considered by the Board of Appeals.

[1, 2] We find no basis for disturbing the action of the District Court.

AFFIRMED.

PATENT SUITS

This head carries 6-point roman subhead:

Notices under 35 U.S.C. 290; Patent Act of 1952

1,912,539, 1,991,624, R. C. Paul, Stocking foot; **2,657,478,** W. J. Paul, Heel construction for flimsy foot coverings; **2,687,528,** same, Toe protector for hose; **2,687,583,** same, Blank for stocking foot devices, **filed** Dec. 28, 1956, D.C., S.D.N.Y., Doc. 116/73, *Sondra Undergarments Co., Inc.* v. *Richard Paul, Inc.*

2,476,334, A. S. Titcomb, Abrasive wheel; **Re. 23,717** (of **2,501,422**), same, Abrasive block or segment, **filed** Dec. 29, 1956, D.C. Conn. (New Haven), Doc. 6495, *A. Shepard Titcomb* v. *Norton Co.*

REISSUES, PLANT PATENTS, PATENTS, DESIGNS

Material in the above-named chapters consists of the heading, drawing (or drawings), and claim (or claims) designated by the Patent Office, of each patent specification in numerical order. This material is picked up from the printed patent specification.

TRADEMARKS

Chapter heads are 2-column heads, set 18-point Century expanded.

NOTICES

Follow rules for Notices under Patents.

Service by Publication

A petition to cancel the registration identified below having been filed, and this Office having been unable to obtain satisfactory service of notice of the proceeding, notice is hereby given that unless said registrant, its assigns or legal representatives shall enter an appearance within thirty days from the date of this publication, the cancellation will be proceeded with as in the case of default.

Gude Brothers, Kieffer Company, New York, N.Y., Reg. No. 176,181, Canc. No. 6848.

DAPHNE LEEDS,
Assistant Commissioner of Patents.

Trademark Suits

Notices under 15 U.S.C. 1116; Trademark Act of July 5, 1946

TM 223,259 (PRESIDENT), **TM 258,603** (AMBASSADOR), Bulova Watch Co., Inc., Watches; **TM 262,865** (CO-ED), same, Wrist watches; **TM 335,457** (TUXEDO), same, Watches—namely, wrist or strap watches; **TM 316,745** (MINUET), **TM 323,564** (DEBUTANTE), **TM 440,648** (ELIZABETH), same, Watches, more especially wrist or strap watches, **filed** Sept. 10, 1954, D.C., S.D.N.Y., Doc. 95/311, *Bulova Watch Co., Inc.* v. *Longines Wittnauer Watch Co., Inc.* Order of discontinuance Dec. 26, 1956.

MARKS PUBLISHED FOR OPPOSITION

Chapter head: 2 columns wide, 18-point Century expanded, with 6-point subhead.

Class head: 14-point Tempo heavy condensed (Case 670), flush left, overruns flush.

Information is given on face of file unless marked "See Inside"; in which case, see Statement (application), or amendments thereto, ONLY.

Set serial number, name, address, assignor, ownership of other registrations, disclaimer, color, goods, date of use (not use in commerce, except in the case of foreign applications), and filing date.

Reproduction of the mark always appears with published trademarks.

If information is given on face of file as to publication under Sec. 2(f), or, in the case of foreign applications, as to priority, this information must be set.

Set any interference set forth on face of file.

Capitalize principal words in identification of goods or services.

Disclaimed words appear in caps and lowercase, and are quoted.

Use gothic letters to indicate shape—not quotes.

Abbreviate month when followed by date.

Abbreviate *doing business as* to *d.b.a.*

Except in the case of foreign nationals, the registration number only (not the date) is given in claiming ownership of other registrations.

Applications of foreign nationals may or may not carry date of first use. If it is carried on file, set this date; also use in commerce.

Follow copy on priority based on ownership of foreign registrations.

SN 684,105. Bemis Bro. Bag Company, St. Louis, Mo. Filed Mar. 24, 1955. Sec. 2(f).

(Reproduction of mark)

Applicant makes no claim to the words "All Wet Strength" or "Potato Bag" apart from the mark shown. Owner of Reg. No. 549,099.

For Paper Bags.

First use Feb. 8, 1950.

SN 15,727. The Purdue Frederick Company, New York, N.Y. Filed Sept. 14, 1956.

(Reproduction of mark)

Owner of Reg. Nos. 412,098, 593,186, and others.

For Porcelain Glaze, Clear Plastic, Aluminum Paint, and Enamels in Various Colors, Sold in Aerosol Spray Containers.

First use July 1954.

Subj. to Intf. with SN 12,154.

SN 15,938. Blaupunkt-Werke GMBH, Hildesheim, Germany. Filed Sept. 19, 1956.

(Reproduction of mark)

Owner of German Reg. No. 612,541, dated Oct. 11, 1951.

For Radio Receiving Apparatus and Television Receiving Sets.

First use in 1935; in commerce summer 1956; as to "Blue Spot" on radios in 1928.

SN 690,438. The Deniston Company, Chicago, Ill. Filed June 29, 1955. Sec. 2(f) as to "Deniston."

SN 12,635. Dana E. Keech, d.b.a. Keech Manufacturing Co., Los Angeles, Calif. Filed July 23, 1956.

Priority under Sec. 44(d) on Swiss Reg. No. 158,669, dated Nov. 12, 1955.

Priority under Sec. 44(d) on French Reg. No. 454,731, dated Dec. 23, 1955 (Seine); Natl. Inst. No. 56,251.

Amendment to different register under Rule 2.75

SN 653,928. Research Laboratories, Inc., St. Joseph, Mo. Filed S.R. 8–4–55; Am. P.R. 9–3–57.

Collective and Concurrent Use Marks

In the case of a Collective Mark (other than Collective Membership Marks), or a mark having Concurrent Use, these terms are inserted following the filing date. Territory to which mark is restricted is shown.

SN 682,382. Associated Blue Lake Green Bean Canners, Inc., Portland, Oreg. Filed Feb. 28, 1955. COLLECTIVE MARK.

SN 21,194. John Jones Corp., Buffalo, N.Y. Filed Aug. 6, 1957. CONCURRENT USE with Reg. No. 553,761. This application restricted to Virginia, West Virginia, New Jersey, Connecticut, and Rhode Island. Reg. No. 553,761 will be restricted to all other States.

Service Marks (2-column head—14-point Century expanded)

These marks follow Trademarks and are set in same style.

Collective Membership Marks (2-column head—14-point Century expanded)

These marks follow Service Marks—same style.

TRADEMARK REGISTRATIONS ISSUED—PRINCIPAL REGISTER

Chapter head: 2 columns wide, 18-point Century expanded; subhead, 14-point Century expanded.

Class heads: 14-point Tempo heavy condensed (Case 670), flush left, overruns flush.

No reproduction of the mark is shown under this head.

This section lists, by classes, the following information only:

Registration number, mark (word or word description only), registrant's name (including d.b.a. and assignments), serial number, date of publication, and date of filing.

640,447. BEAVER MEADOW. Beaver Meadow Creamery, Inc., d.b.a. Beaver Meadow Creamery. SN 539. Pub. 11–6–56. Filed 1–12–56.

Collective, Certification, and Concurrent Use Marks

COLLECTIVE MARK, CERTIFICATION MARK, or CONCURRENT USE is inserted after serial number. No territory restriction is shown.

656,986. WEDGE LOCK AND DESIGN. Clay Sewer Pipe Association, Inc. SN 696,121. COLLECTIVE MARK. Pub. 10–29–57. Filed 10–10–55.

Consolidated Certificate

A trademark which has been previously published in more than one class may be embodied in a consolidated certificate when registered. Individual applications are placed in order by classes after name and address. All information is given under entry in lowest class. Registration number with reference to lowest class appears in other classes.

In Class 5:

646,967. PRESSTITE. American-Marietta Co., assignee of The Presstite Engineering Company. CONSOLIDATED CERTIFICATE. SN 2,563, pub. 2–26–57, filed 2–13–56, Cl. 5; SN 689,754, pub. 1–8–57, filed 6–17–55, Cl. 12; SN 2,564, pub. 2–26–57, filed 2–13–56, Cl. 16; SN 2,565, pub. 1–29–57, filed 2–13–56, Cl. 35.

In later classes:

646,967. CONSOLIDATED CERTIFICATE. See Class 5.

TRADEMARK REGISTRATIONS ISSUED—SUPPLEMENTAL REGISTER

Class heads—same as Principal Register.

Mark is reproduced under this head.

All information must be incorporated in this publication, since these marks have not been published previously.

Information and style are the same as Trademark Registrations Published for Opposition, with three exceptions:

(1) Serial number follows filing date.
(2) No ownership of other registrations is carried, except on registrations by foreign nationals.
(3) Sec. 2(f) is not used.

640,501. Revlon Products Corporation, New York, N.Y., assignee of Revlon, Inc., New York, N.Y. SN 697,847. Filed P.R. 11–7–55; Am. S.R. 11–6–56.

(Reproduction of mark)

For Toilet Water.
First use Oct. 14, 1955.

TRADEMARK REGISTRATIONS RENEWED

No reproduction of mark.

345,441. BRANDYBROOK. Cl. 49. 4–27–37.

TRADEMARK REGISTRATIONS CANCELED

No reproduction of mark.

Section 7(d)

282,297. DYVATEEN. Cl. 39. 4–14–31.

Section 8

277,266. KING MAUSOLUS. Cl. 2. 11–11–30.

The following registrations issued May 1, 1951

541,628. DOG HEAD DESIGN. Cl. 23.

Section 18

343,427. CHOO CHOO. Cl. 46. 2–23–37.

TRADEMARK REGISTRATIONS AMENDED, DISCLAIMED, ETC.

628,052. SUNBEAM. Cl. 2. 6–5–56. Sunbeam Corporation, Chicago, Ill. Corrected: In column 2, line 3, both occurrences, "Oct. 26, 1955" should be *Oct. 26, 1954*.

TRADEMARK REGISTRATIONS—NEW CERTIFICATES

399,470. OLD SOUTH AND DESIGN. Cl. 46. Hillsborough Packing Company, Inc. 1–5–43. New Cert. Sec. 7(c), to Pasco Packing Co., Dade City, Fla., 3–26–57.

REGISTRATIONS PUBLISHED UNDER SEC. 12(c)

Reproduction of the mark is published.

Information is taken from the file.

Printed matter consists of: Registered number, filing date, name and address of registrant, either name and address of present owner of trademark or the notation "*Pub. by registrant,*" and goods.

Disclaimers are printed.

342,618. Jan. 19, 1937. G. Henry Stetson, San Fernando, Calif. Pub. by John B. Stetson Company, Philadelphia, Pa.

(Reproduction of mark)

For Hats and Caps for Men and Women.

343,758. Mar. 2, 1937. Sox Miller, Inc., Philadelphia, Pa. Pub. by registrant.

(Reproduction of mark)

"Clothes" is disclaimed.
For Men's Coats, Trousers, Vests, and Overcoats.

OFFICIAL GAZETTE INDEX

Abbreviate—

(1) All dates; e.g., *Nov. 24, 1953*, to *11–24–53.*
(2) All commonly known words in firm names; e.g., *Company* to *Co.; Manufacturing* to *Mfg.; Corporation* to *Corp.;* etc.
(3) Change *Renewed* and *Rerenewed* to *ren.; canceled* to *canc.; assignor* to *assor.*
(4) Use *d.b.a.* for such phrases as *doing business as, trading as*, etc.

Do not abbreviate *now by merger, now by change of name, also known as*, and like terms.

Except for commonly known terms as *Co., Inc.*, etc. (see (2) above), do not abbreviate any part of a firm name.

Change *amended* to *Am. 7(d).*

In main entry, change *assignor to* to *to; assignee of* to *from.*

In cross references, delete *assignor, assignee, trustee*, etc.

In Trademarks, *all identical items* whose numbers are consecutive are combined in main entry and cross references.

In Patents, *cross references only* are combined. *Do not* combine main entry.

PATENTS

Patent index is divided into Reissue Patents, Plant Patents, Design Patents, and Patents.

Patent entries include—

1. Inventor or inventors.
2. Assignee(s).
3. Invention.
4. Patent number.
5. Date.
6. Classification.

In listing names of inventors in main entry: Print first name, middle initials, and last name of first inventor; initials and last name only of coinventors. If first inventor uses first initial and middle name, follow.

In cross references: Print first name, middle initial, and last name of first inventor; last name only of coinventors.

When coinventors have same family name, print as *Smith, J. C. and W. M.*

If initials of coinventors are alike, spell out first names of each.

If coinventors with same family name are senior and junior, repeat family name.

EXAMPLES

Shaw, Harmon L. and E. C., to Perfecting Service Co. Swing joint pipe coupling. 2,831,709, 4–22–58, Cl. 285—185.

Shaw, Edwin C.: *See*—
Shaw, Harmon L. and E. C. 2,831,709.

Perfecting Service Co.: *See*—
Shaw, Harmon L. and E. C. 2,831,709.

Earls, William L., and A. B. Perry, to Schenley Industries, Inc. Packaging apparatus. 2,831,305, 4–22–58, Cl. 53—382.

Perry, Alwyn B.: *See*—
Earls, William L., and Perry. 2,831,305.

Schenley Industries, Inc.: *See*—
Earls, William L., and Perry. 2,831,305.

Note manner of printing assignments to United States.

Anderson, Dale L., P. F. Shaffer, E. M. Harwell, R. H. Knowles, and E. F. Nash, to United States of America, Agriculture. Smear remover for power meat saws. 2,831,519, 4–22–58, Cl. 146—88.

United States of America
Agriculture: *See*—
Anderson, Dale L., Shaffer, Harwell, Knowles, and Nash. 2,831,519.

TRADEMARKS

All trademarks are grouped under one head—Index of Registrants—which includes Registered, Renewed, Canceled, Amended, Disclaimed, Corrected, New Certificates, 12(c) Publications.

Trademarks Published for Opposition are not indexed.

Trademark entries include (where applicable)—

1. Registrant's name and address.
2. Assignor and address.
3. Registered number.
4. Publication or renewal date.
5. Whether canceled, amended, disclaimed, etc.
6. Trademark class.

Do not abbreviate names. In trademarks, two individuals presumably constitute a firm.

Omit *Territory of* before *Hawaii* and *Guam.*

EXAMPLES

Cordon Bleu Ltd., Montreal, Quebec, Canada. 660,848, pub. 2–4–58. Cl. 46.

Container Co., The, Van Wert, Ohio, by Continental Can Co., Inc., New York, N.Y. 415,220, 12(c) pub. 4–22–58. Cl. 2.

Cherry Growers Packing Co., to Cherry Growers, Inc., Traverse City, Mich. 354,039, ren. 2–1–58. Cl. 46.

Cresca Co., Inc., New York, N.Y. 660,891. Cl. 46.

Compulo Corp., The, Rutherford, N.J. 555,624, canc. Cl. 44.

Beard, Eugene Nelson, Inc., New York, N.Y. 361,469. Am. 7(d). Cl. 38.

Marcus Brothers Textile Corp., New York, N.Y. 656,875–6, pub. 10–22–57. Cl. 42.

Brown, Mary, and Thomas Jones, New York, N.Y. 665,417, pub. 7–1–58. Cl. 51.

NOTES

22. CONGRESSIONAL RECORD

RULES OF THE JOINT COMMITTEE ON PRINTING

Attention is called to the following extracts from the rules of the Joint Committee on Printing for the publication of the Record:

3. The Public Printer shall print the verbatim report of the proceedings and debates of the Senate and House of Representatives, as furnished by the Official Reporters of the Congressional Record, in 7½-point type; and all matter included in the remarks or speeches of Members of Congress, other than their own words, and all reports, documents, and other matter authorized to be inserted in the Record shall be printed in 6½-point type; also all rollcalls and lists of pairs shall be printed in 6-point type on 6½-point slug.

* * * * * * *

7. If copy or proofs have not been returned in time for publication in the proceedings, the Public Printer will insert the words "Mr. ——— addressed the Senate [or House or Committee]. His remarks will appear hereafter in the Appendix," and proceed with the printing of the Record.

* * * * * * *

9. When leave has been obtained to print (1) a speech not delivered in either House, (2) a newspaper or magazine article, or (3) any other matter not germane to the proceedings, the same shall be published in the Appendix, but this rule shall not apply to quotations which form part of a speech of a Member, or to an authorized extension of his own remarks. The Official Reporters of each House shall indicate on copy and prepare headings for all matter to be printed in the Appendix, and shall make suitable reference thereto at the proper place in the proceedings. Any Member may, upon request noted on the manuscript, have an authorized extension of his own remarks printed in the Appendix.

GENERAL RULES

The rules governing document work apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent Record (bound Record) as is used in the daily Record. All should familiarize themselves with the exceptions and the forms peculiar to the Record.

Daily and permanent Record texts are set in 7½-point type on 8½-point slug; extracts are set in 6½-point type on 7½-point slug.

Headings set in 7½-point caps will be set on 7½-point slug; if line overruns, lead is to be inserted.

An F-dash will be used preceding 7½-point cap lines in proceedings in Senate and House, with 2 leads above and below.

All 6½-point headings to be set on 7½-point slug, with 1 lead above and below.

All 6½-point extracts require 1 lead above and 2 leads below, except for poetry and leaderwork, where 2 leads are used above and below.

All extracts are set in 6½-point type unless otherwise ordered by the Joint Committee on Printing.

An address of the President delivered outside of Congress or referred to as an extract is set in 6½-point type.

Except as noted below, all communications from the President must be set in 7½-point type, but if such communications contain extracts, etc., the extracts are set in 6½-point type.

In all quoted amendments and excerpts of bills and in reprinting bills, bill style is to be followed. Bill titles as used in Record briefs and History of Bills will follow Record style.

A letter from the President to the Senate is set in 6½-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 6½-point type whether the treaty follows or precedes it or is separated from it by intervening matter.

Instructions covering the measure and the size and kind of type for parallel columns in the Record will be given to operators when necessary, as the general style will depend upon the character of the matter.

In general, operators should avoid wide spacing. However, no letterspacing is permitted.

In correcting proof, operators must exercise great care to have such lines free from error.

Extreme caution must be used in making corrections in copy, and no important change will be made without authority.

Observe the lists of names of Senators and Representatives, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Indented matter in leaderwork will be 1 em only.

Queries must not be made on proofs. In case of doubt, readers will consult Record Referee.

CAPITALIZATION

(See also Guide to Capitalization, p. 31)

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations.

The name of a Senator or a Representative preceding his direct remarks is set in caps and is followed by a period and an em quad.

The name of a Senator or a Representative used in connection with a bill or other paper is lowercased, as the Glass bill, the Smith amendment, etc.; but SMITH's amendment, etc.

The names of Members and Members-elect of both branches of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them.

Deceased Members' names will be set in caps and small caps only on day when eulogized, in speeches carrying date when Member was eulogized, or on memorial day in Senate and House.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in lowercase in votes, in lists set in columns, in the list of standing and select committees, in groups (three or more) of names of Members and non-Members, in contested-election cases, and in lists of pairs. (See under Pairs, p. 294.)

Observe that the names of all persons not certified Members of Congress are to be set in lowercase; that is, names of secretaries, clerks, messengers, and others.

Names of proposed boards, commissions, services, etc., are capitalized.

Capitalize principal words and quote after each of the following terms: *Address, article, book, caption, chapter heading, editorial, essay, heading, headline, motion picture* or *play* (including TV or radio program), *paper, poem, report, song, subheading, subject, theme,* etc. Also, following the word *entitled,* except with reference to bill titles which are treated as follows: "A bill (or an act) transferring certain functions of the Price Administrator to the Petroleum Administrator for War," etc. (See rules 3.51, p. 29; 9.112, p. 144.)

CONTRACTIONS

If a Senator's or a Representative's remarks contain contractions such as *don't, can't, won't, didn't, couldn't,* and *wouldn't,* spell in full, but avoid forms that are outmoded or awkward. Instead of *do not they, cannot they, will not they,* etc., use *do they not, can they not, will they not.* Do not change well-founded historical utterances or expressions made popular by continued use on television, radio, or in the press. Use quotation marks and say, "Don't shoot until you see the whites of their eyes," "Let's look at the record." Follow contracted forms in extracts and in 7½-point quoted matter. The abbreviation *etc.* must be made to read *and so forth,* except in extracts.

FIGURES

The general rules set forth under "Numerals" (p. 165) will apply to the use of figures in the Record.

In a Member's language (7½-point), when numbered items are used, they are to read *first, second, third,* etc. In 6½-point excerpts, either the numerals *1, 2, 3* or the words *first, second, third* may be used.

For ordinal numbers, follow rules 11.10–11.12, pages 167–168.

TABULAR MATTER

Record tables may be set either 1, 2, or 3 columns in width, as follows:

One-column table: 14 picas, cast 28.3, 6½-point italic lowercase centerhead; subheads, 6½-point Ionic small caps.

Two-column table: 28 picas 9 points, cast 57.15, 8-point italic lowercase centerhead; subheads, 6-point caps; half measure 28.1; must not exceed 6 inches in depth.

Three-column table: 43½ picas, cast 87.9, 8-point italic lowercase centerhead; subheads, 6-point caps; half measure 42.16. Footnote(s) will be set 21 picas, except when a single note is short and will make only 1 line of 3-column width.

ITALIC

Italic, boldface, caps, or small caps shall not be used for emphasis; nor shall unusual indentions be used. This does not apply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and "Fol. ital." written on each folio. Do not construe this to apply to "*Ordered*," "*Resolved*," "*Be it enacted, etc.*," titles following signatures or addresses, or the part of datelines which should be set in italic.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 7½-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 7½-point italic.

When general or passing mention is made of a case, the title is set in roman, as Smith Bros. case. When a specific citation is indicated and reference follows, use italic for title, as *Smith Bros.* case (172 App. Div. 149).

Titles of cases are always set in italic if followed by references; but, except as in casual use noted above, titles in 6½-point matter are italicized whether or not references follow, as *United States* v. *Jones Lumber Co.*

In 7½-point matter, when only the title of a case is given, set in roman and use *against* instead of the abbreviation of *versus*, as United States against 12 Diamond Rings.

For other examples of legal cases and references, see rule 10.41, page 155, and rule 18.33, page 227.

When *versus* is used in other than legal phrases and for the purpose of showing contrast, it is not abbreviated or set in italic, as "airplanes versus battleships."

For contested-election cases, see page 310.

MISCELLANEOUS

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter (or one in reduced type) shall be quoted.

Do not put quotation marks on centerheads in 6½-point extracts unless centerheads belong to original matter.

In newspaper extracts, put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for date. Connect date and extract by an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of paragraph. (See p. 296 under "Credits.")

Each *Whereas* in a preamble must begin a new paragraph. The *Therefore be it* must be preceded by a colon and be run in with the last *Whereas*. *Be it* will run in with the word *Therefore*, but must not be supplied when not in copy. Note the following:

Whereas it has been deemed advisable to, etc.: Therefore be it
Resolved, That the committee, etc.

In the titles of legal cases copy is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

United States v. *12 Diamond Rings* (124 U.S. 329; R.S. p. 310, sec. 1748).

Indent star lines 2 ems on each side. Use five stars.

If a title is used as part of the name of an organization, vessel, etc., spell; thus, General U. S. Grant Post No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head *Exhibit* is set in 6½-point caps and small caps.

In extracts containing votes the names must be run in, as Ellison of Maryland, Jackson, and Ramspeck, etc.

In a Senator's or a Representative's remarks, when amendments, sections, etc., are referred to by number, use *No.* before the figure even though *number* appears in copy. However, if intervening words separate the number and the term it identifies, use *numbered.* For example, Senate amendments Nos. 187 and 188, amendments of the Senate numbered 187 and 188; bill sections Nos. 10 and 11, sections of the bill numbered 10 and 11.

In text references to Senate and House reports and in executive and miscellaneous documents, the *No.* must always be supplied if not in copy; thus, House Report No. 75, Executive Document No. 20, Miscellaneous Document No. 37.

In headings and text references to resolutions and memorials, the *No.* is not used. Examples: *House Resolution 46, House Joint Memorial 3, Resolution 4.*

In gross or en gros

When a bill comes to final action, in the presentment of amendments collectively for a vote, either the term "*in gross*" or the French equivalent "*en gros*" may be used.

USE OF CAPS AND SMALL CAPS

[Names of Senators and Members are set in caps and small caps when in parentheses, brackets, leaderwork, or tabular matter.]

On motion by (or of) Mr. Butler of Maryland, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. Fulbright in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. Fulton's amendment was adopted.

Mr. BROWN of Georgia took the floor and yielded to Mr. Grant.

During the rollcall,

Mr. DONDERO said: If not paired, I would vote "no" on this bill.

A Member. And debate it afterward.

Several Members. I object.

Mr. HILL, Mr. TAFT (and others). Let it be read.

Mr. JUDD (and others). Yes.

Mr. HOPE (and other Members). No.

Mr. JOHNSON of Colorado objected.

Mr. CANNON of Missouri addressed the Chair.

Mr. PATMAN rose.

Mr. ROBINSON of Utah subsequently said: Should we not, etc.

The Acting Secretary. In line 11, after the word "*Provided*", it is proposed, etc.

Mr. EATON was recognized, and yielded his time to Mr. Lane.

Mr. KNOWLAND, a Senator from the State of California, appeared in his seat today.

Mr. HUGH D. SCOTT, JR., and Mr. HARDIE SCOTT rose to a point of order.

[When two Members from same State have same surname, full name is used.]

The SPEAKER proceeded to put the question on the motion of Mr. Yates.

The CHAIRMAN appointed Mr. Hale and Mr. Taylor as tellers.

Mr. COMBS. I desire to withdraw my vote of "no" and vote "present."

The Clerk (House) called the name of Mr. Gamble, and he answered "present."

The clerk (Senate) read Mr. Kem's amendment.

Mr. REED entered the Chamber.

The Secretary proceeded to call the roll, and Mr. Aiken answered "aye."

Mr. McKELLAR entered the Chamber and answered to his name.

Mr. LEHMAN and Mr. MORSE entered the Chamber and answered to their names.

After some delay, Mr. Byrd entered the Chamber and answered to his name.

[Note that in 7½-point text an em quad is used after the name of the person speaking, while in 6½-point extracts an en quad only is used, as in the following:]

Mr. Stigler. I think this bill is so well understood that no time will be required for its discussion.

Mrs. Norton. Does this bill come from the Committee on Armed Services?

The Speaker. It does.

PUNCTUATION

Mr. MUNDT. Mr. President, I call up my amendment which is identified as "4–26–58—C," and ask that it be stated.

I should like to point out that the Senate is about to vote on the amendment which is designated as "4–26–58—C."

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The bill was ordered to a third reading, and it was accordingly read the third time and passed.

The bill was ordered to a third reading, was read the third time, and passed.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The title was amended so as to read: "A bill for the relief of Maude S. Burman."

A motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is given.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is not given.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded, etc.

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

There being no objection, the Senate, as in Committee of the Whole, proceeded to consider the bill, which had been reported from the Committee on Agriculture and Forestry with amendments.

The Secretary read the bill; and there being no objection, the Senate, as in Committee of the Whole, proceeded to its consideration.

Ordered to lie on the table and to be printed.

During the delivery of Mr. SMITH's speech,

As in executive session,

The Secretary read the bill; and, by unanimous consent, the Senate, as in Committee of the Whole, proceeded to its consideration.

Mr. KERR, by unanimous consent, was granted leave to withdraw from the files of the House, without leaving copies, the papers in the case of John Jones, no adverse report having been made thereon.

Mr. WIER. Regular order! [or division!]

Mr. WALTER. Regular order, Mr. Chairman.

The Jones bill, to pension soldiers and sailors of the Civil War.

My friend the Senator from Massachusetts said it was a mistake.

Mr. GEORGE addressed the Senate. After having spoken for 35 minutes,

Mr. GILLETTE. Mr. President, if the Senator will yield for a moment.

After the second call of the roll,

Mr. PATMAN. Mr. Speaker, that has been agreed to.

[Note use of interrogation mark in the following:]

Mr. LODGE. Mr. President, what does this mean?—

We have never received a dollar of this amount.

PARENTHESES AND BRACKETS

Mr. DONDERO. Mr. Speaker, I now yield 5 minutes to the gentleman from Pennsylvania [Mr. HUGH D. SCOTT, JR.].

(Mr. ELSTON of Ohio asked and was given permission to revise and extend his remarks in the RECORD.)

Mr. CANNON of Missouri. There is no "may not" about it. Here is the form in which they are printed [exhibiting].

Mr. BETTS. I am in hopes we shall be able to secure a vote on the bill tonight. ["Vote!" "Vote!"]

Mr. JONES (at 6 o'clock and 35 minutes p.m.). I move that the House adjourn. ["No!" "No!"]

Mr. BYRNES (to Mr. FORAND). Are these vessels of iron?

Mr. HULL. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote!" "Vote!"]

Mr. KARSTEN (one of the tellers). I do not desire to press the point that no quorum has voted.

The CHAIRMAN (after a pause). If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. WATTS. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman—— [Cries of "Regular order!"]

Mr. McCORMACK was recognized and said: I will yield 3 additional minutes to the gentleman from Ohio.

> Lay on, Macduff;
> And damn'd be him that first cries,
> "Hold, enough!"

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The House accordingly resolved itself into the Committee of the Whole on the Private Calendar (Mr. Kerr in the chair) and proceeded to the consideration of pension business on the Private Calendar.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. JONES [reading]:

Mr. JONES. Yes. [Reading:]

> When in the course of human events, etc.

[Mr. REED of New York addressed the House. His remarks will appear hereafter in the Appendix.]

[Mr. RODINO'S speech will be published entire after it shall have been completed.]

[Or the following, which this Office is authorized to insert, observing that 2 leads are used on each side of "withhold" lines:]

[Mr. NIXON addressed the Senate. His remarks will appear hereafter.]

[Mr. HALLECK addressed the Committee [or House]. His remarks will appear hereafter.]

[Names of Senators or Representatives appearing in remarks of other Members of Congress must be enclosed in brackets, except in listing of tellers or when some other title than *Mr.* is used, as in the following examples:]

Mr. SMITH of Virginia. The gentleman from Washington [Mr. Holmes] stated that he would support the measure.

Mr. COOPER. The gentleman from Minnesota, Dr. Judd, stated that he would support the measure.

[In Senate copy a Senator is referred to as "the Senator from ——— [Mr. ———]." Do not supply name and brackets if name does not appear in copy.

[Whenever in House copy Members are referred to as "Mr. Mott, of Oregon," etc., copy shall be changed to read "the gentleman from Oregon [Mr. Mott]."

[Note that brackets are used only when *Mr.* appears in copy.

[See also use of *Mr.* in explanation of votes under "Pairs," p. 294.

[When Members are referred to as "Representative Pace," "Wright Patman," "Congressman Rankin," etc., change copy to read "the gentleman from Georgia, Representative Pace," "the gentleman from Texas, Wright Patman," "the gentleman from Mississippi, Congressman Rankin." *The gentleman from*, with the name of State, must be supplied when not in copy.]

VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word *and* is used to connect the ayes and noes, as *ayes 52 and noes 65*, or *52 ayes and 65 noes*, the dash is omitted after the word *were* or *being*.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The question was taken; and on a division (demanded by Mr. Polk) there were—ayes 69, noes 66.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. Smith of Virginia was not agreed to.

So (two-thirds voting in favor thereof) the rules were suspended, and the bill was passed.

The Committee divided amid confusion; and after the vote was completed,

The CHAIRMAN. On this question the tellers report—ayes 99, noes 101.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. Bush to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

So (two-thirds voting in favor thereof) the motion to suspend the rules was agreed to, and the bill was passed.

Two-thirds voting in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and in the opinion of the Chair two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. Kennedy's motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

Tellers were ordered, and Mr. Kelley and Mr. Mason were appointed.

The **SPEAKER**. The Chair appoints as tellers the gentleman from Oklahoma, Mr. Durham, and the gentleman from Virginia, Mr. Smith.

[Do not use brackets on names in above paragraph.]

The House again divided; and the tellers reported—ayes 113, noes 33.

On the question of ordering the yeas and nays there were ayes 30.

The yeas and nays were ordered, 55 Members voting in favor thereof.

On the question of ordering the yeas and nays there were—ayes 21, noes 93; less than one-fifth voting in the affirmative.

On the question of ordering tellers there were ayes 20, not one-fifth of a quorum.

The question was taken upon ordering tellers, and there were 19 in the affirmative, not one-fifth of a quorum.

Tellers on the yeas and nays were not ordered, only 17 Members voting therefor, not one-fifth of a quorum.

The previous question was ordered, and, under the operation thereof, the bill was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The previous question was ordered, and, under the operation thereof, the amendment was agreed to.

The question being taken on the motion of Mr. Taylor, it was agreed to; there being—ayes 141, noes 14.

VOTING BY YEAS AND NAYS

Senate

The rollcall was concluded; and the result was announced—yeas 27, nays 31, as follows:

The result was announced—yeas 63, nays 0, as follows:

The yeas and nays were ordered; and being taken, resulted—yeas 18, nays 32, as follows:

The question being taken by yeas and nays, resulted—yeas 37, nays 29, as follows:

Mr. HILL called for the yeas and nays, and they were ordered; and being taken, resulted—yeas 27, nays 23, as follows:

YEAS—27

Bennett
Butler, Md.
Hayden
Hill
Ives
Robertson

NAYS—23

Brewster
Bridges
Hoey
Johnson, Colo.
Russell
Saltonstall

ANSWERED "PRESENT"—1

Butler, Nebr.

NOT VOTING—46

Case
Chavez
Kilgore
Langer
Morse
Smith, Maine

House

The yeas and nays were ordered.

The question was taken; and there were—yeas 76, nays 204, answered "present" 3, not voting 152, as follows:

The question being taken, there were—yeas 197, nays 70, answered "present" 3, not voting 165, as follows:

The question was decided in the affirmative—yeas 193, nays 57, answered "present" 4, not voting 179, as follows:

The question on agreeing to the report of the committee of conference was taken; and there were—yeas 212, nays 82, answered "present" 5, not voting 134, as follows:

The question was taken; and there were—yeas 124, nays 111, answered "present" 2, reported by tellers 1, not voting 195, as follows:

[Roll No. 116]

YEAS—124

Abernethy
Allen, La.
Gathings
Gavagan
Maas
Madden

NAYS—111

Andersen, H. Carl
Gavin
Gearhart
Mahon
Manasco

ANSWERED "PRESENT"—2

Stefan
Stewart

REPORTED BY TELLERS—1

Whittington

NOT VOTING—195

Stearns, N. H.
Tibbott
White

[If the Speaker votes, his name is not used, but at the end of the "yeas" or "nays," according to his vote, insert: "The Speaker."]

PAIRS

[Pairs must be set in 6½-point solid. The word *with* must always be used in pairs in the House, not *and;* and copy must be altered to conform thereto, as Mr. Smith with Mr. Jones—*not* Mr. Smith and Mr. Jones. Note use of lowercase for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Gifford for, with Mr. Ramspeck against.

Mr. Wadsworth for, with Mr. Patman against.

Mr. Short, who would vote "aye," with Mr. Tarver, who would vote "no."

For this day:

Mr. Hope with Mr. Bulwinkle.

Until further notice:

Mr. Stewart with Mr. Taber.

Mrs. BOLTON changed her vote from "nay" to "yea."

Messrs. MANSFIELD and PATTERSON changed their vote from "yea" to "nay."

The result of the vote was announced as above recorded.

The doors were opened.

Mr. BOYKIN. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. Scott, I withdraw my vote.

Mr. SULLIVAN. Mr. Speaker, I have a pair with the gentleman from Missouri, Mr. Carnahan, who, if present, would have voted "yea." I voted "nay." I withdraw my vote and vote "present."

[In House pairs do not use brackets when Members are referred to by name. In Senate pairs observe following use of brackets:]

Mr. BYRD (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. Lodge]. If he were here, I should vote "yea."

CALL OF THE HOUSE

Mr. DELANEY. I move that there be a call of the House.

The motion was agreed to.

The Clerk called the roll, and the following Members failed to answer to their names:

[Roll No. 106]

Angell
Arends
Arnold
Graham
Granger
Grant, Ala.
Mason
May
Merritt

The SPEAKER. The doors will now be closed, and the Clerk will call the list of absentees for excuses.

The Clerk called the absentees, as follows:

Mr. Cannon: No excuse offered.

Mr. Staggers.

Mr. MARSHALL. I have been requested to announce that Mr. Staggers was obliged to go to his room. I ask that he be excused for this day.

There was no objection.

Mr. Bentsen: No excuse offered.

The SPEAKER pro tempore. Three hundred and thirty-five Members have answered to their names, a quorum.

Mr. PATMAN. Mr. Speaker, I move that further proceedings under the call be dispensed with.

The motion was agreed to.

FORMS OF TITLES

[Always in roman lowercase, flush and hang if more than two lines.]

Joint resolution authorizing the Secretary of the Treasury to issue 2 per centum bonds or certificates in exchange for bonds bearing a higher rate of interest

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury be, and he is hereby, etc.

H.R. 4487

A bill to authorize the Rock Island and Southwestern Railway Company to construct a bridge over the Mississippi River at New Boston, State of Illinois

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That it shall be lawful for the Rock Island and Southwestern Railway Company, a corporation organized under the general incorporations, etc.

Joint resolution proposing an amendment to the Constitution providing for the election of certain United States officers by the people

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled (two-thirds of each House concurring therein), That the following amendment to the Constitution of the United States be proposed to, etc.

MEMORIAL OF THE SETTLERS OF SOUTHERN COLORADO

To the Senate and House of Representatives of the United States in Congress Assembled:

The undersigned Executive Committee of the Settlers of Southern Colorado, living on what is called the Las Animas grant, would respectfully represent, etc.

ADDRESSES AND SIGNATURES

[No leads are to be used in communications in the Record]

The Honorable the Secretary of the
□□Navy.
□Dear Mr. Secretary: This is in response to your letter, etc.
□□□Very sincerely yours,
Harry S. Truman.□

Columbia, Mo.,□□□
January 17, 1958.□
Hon. Morgan M. Moulder,
House Office Building,
Washington, D.C.:
□The President's farm message of today

* * * * *

farmers and prevent the spread of this depression to every part of our country.
Missouri Farmers Association,□
F. V. Heinkel, *President.*

January 16, 1958.□
Hon. Robert B. Anderson,
The Secretary of the Treasury, Depart-
□□*ment of the Treasury, Washington,*
□□*D.C.*
□Dear Mr. Secretary: Mindful of the tremendous workload, etc.
I would appreciate your comment on the foregoing proposal.
□□□Sincerely yours,
Herbert Zelenko,□□□
Member of Congress.□

Minneapolis, Minn.,□□□
July 29, 1957.□
Senator Edward J. Thye,
Senate Office Building,
Washington, D.C.:
□Retention of title 4 in civil rights bill, in its present form without jury trial, etc.
□Respectfully submitted.
□□Gene H. Rosenblum, Cochairman;
□□□Paul H. Ray, Cochairman; Cynthia
□□□Asplund, James Pedersen, George Doty, Thomas St. Martin, Joan O'Neill, Lloyd Moosebrugger, Sam Kaplan, Ronald Nemer, Dean Potter, Philip Archer, Thomas McDonough, Mrs. Lloyd Moosebrugger, Minnesota Young Democratic Civil Rights Committee.

January 16, 1958.□
Re resignation from committee.
Hon. Sam Rayburn,
The Speaker, U.S. House of Representa-
□□*tives, U.S. Capitol, Washington, D.C.*
□Dear Mr. Speaker: Having changed my politics from Republican to Democratic, etc.
□With my best wishes.
□□□Sincerely,
Vincent J. Dellay.□

U.S. Senate,□□□□□
President pro tempore,□□□
Washington, D.C., March 17, 1958.□
To the Senate:
Being temporarily absent from the Senate, I appoint Hon. Mike Mansfield, a Senator from the State of Montana, to perform the duties of the Chair during my absence.
Carl Hayden,□□□
President pro tempore.□

March 28, 1958.□
I hereby designate the Honorable John W. McCormack to act as Speaker pro tempore today.
Sam Rayburn,□□□□□
Speaker of the House□□□
of Representatives.□

□□THE INTERNATIONAL UNION OF□□□
□□□UNITED BREWERY, FLOUR, CEREAL, SOFT DRINKS & DISTILLERY WORKERS OF AMERICA,
Cincinnati, Ohio, March 25, 1958.□
To the Senate of the United States.
To the U.S. House of Representatives.

HONORABLE SIRS: April 7, 1958, being the 25th anniversary of the modification, etc.

[Two to eight independent signatures, with or without titles, are alined on the left and the longest name is indented 1 em on the right.]

To the Honorable Senate and House of
□□*Representatives of the United States of America Now Assembled at Washington, D.C.:*

□The undersigned, officers of the Navy of the United States, respectfully show unto your honorable bodies, etc.

JAMES G. GREEN.
W. H. H. SOUTHERLAND.□
F. F. FLETCHER.
C. C. WILSON.

□Respectfully submitted.

KARL F. FELLER,
International President.
THOMAS RUSCH,
Director of Organization.
ARTHUR J. GILDEA,□□□
Secretary-Treasurer.□
JOSEPH E. BRADY,
Director of Legislation.

[More than 8 signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 2 and 3 ems, as follows:]

□□Brown, Shipley & Co.; Denniston,
□□□Cross & Co.; Fruhling & Goschen, Attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut, Symons & Co.; Henckel du Boisson & Co.; Hoare, Miller & Co., by George Miller; Geo. F. Selby, President, Acme Ice Co.

THOMAS E. RHODES,□□□
□□*Special Assistant to the Attorney*
□□□*General, Attorney for Howard Sutherland, Director, Office of Alien Property.*

JOHN SMITH,□□□□□
Lieutenant Governor□□□
(For the Governor of Maine).□

TEXARKANA TEXTILE MERCHANTS &□
□MANUFACTURERS' ASSOCIATION,
JOHN L. JONES, *Secretary.*

CREDITS

The collector of the general committee has an alphabetical book which contains the names of persons and the amount each individual is required to pay. (Harlan committee, H. Rept. No. 313, 70th Cong., 3d sess., pp. 250, 251.)

[From the Rochester (N.Y.) Democrat and Chronicle, Sept. 10, 1957]

MR. BYRD'S STATEMENT

No fairminded person can read the very clear and explicit statement made by Mr. BYRD to a representative of this, etc.

EXTRACTS

[Extracts must be set in 6½-point unless ordered otherwise by the Joint Committee on Printing and the operator will be expected to set them so, whether marked or not, if the copy clearly indicates that they are extracts. This does not refer to a casual quotation of a few words or that would not make more than one line of 6½-point.]

Mr. TABER. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late rebellion—

I do not think he means that—

and all expenditures by the United States of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[Note, as above, that following an excerpt, the 7½-point must begin with a paragraph.]

[An address of the President delivered outside of Congress or referred to as an extract will be set in 6½-point.]

FORMS OF SPEECH HEADS

The Oil Monopoly Plays No Favorites in <Case 211 caps & lowercase
[1 lead]
the European War
[no lead]
——— <3-em dash
[1 lead]
EXTENSION OF REMARKS <7½-pt. caps
[1 lead]
OF <6½-pt. small caps
[2 leads]
HON. H. ALEXANDER SMITH <Case 212 caps
[1 lead]
OF NEW JERSEY <6½-pt. small caps
[2 leads]
IN THE SENATE OF THE UNITED STATES <6½-pt. caps
[2 leads]
Monday, September 17, 1950 <7½-pt. italic lowercase
[2 leads]

Mr. SMITH of New Jersey. Mr. President, I ask unanimous consent to have printed in the Appendix of the RECORD an article from the St. Louis Post-Dispatch.

Farm-Labor Program, 1950 <Case 211 caps & lowercase
——— <3-em dash
SPEECH <7½-pt. caps
OF <6½-pt. small caps
HON. LEROY JOHNSON, JR. <Case 212 caps
OF CALIFORNIA <6½-pt. small caps
IN THE HOUSE OF REPRESENTATIVES <6½-pt. caps
Saturday, March 17, 1950 <7½-pt. italic lowercase

The House in Committee of the Whole House on the State of the Union had under consideration House Joint Resolution 96 making an appropriation to assist in providing a supply and distribution of farm labor for the calendar year 1943. <6½-pt.

Mr. JOHNSON. Mr. Chairman, I think in approaching this matter we should consider what is the fundamental purpose of passing this legislation.

[Always *Mr. Speaker* on "leave to print" and on speeches delivered before the House; but on speeches delivered when the House is in Committee of the Whole, etc., *Mr. Chairman* is the correct form.]

[In "extension of remarks" speeches the following words may be used under the italic dateline when they are supplied by the author; set flush and hang:]

On House Resolution 214 and impeachment charges preferred against Hon. Samuel Alschuler, judge of the U.S. Circuit Court of Appeals for the Seventh Circuit, by Hon. THOMAS S. GORDON, of Illinois < 6½-pt.

Scheme of text headings

[For spacing of headings, see under "General rules," p. 287]

7½ point	
Single head	7½-point caps.
With 1 class of subhead	7½-point caps. 6½-point small caps.
6½ point	
Single head	6½-point caps and small caps.
With 1 class of subhead	6½-point caps and small caps. 6½-point small caps.
With 2 classes of subheads	6½-point caps and small caps. 6½-point small caps. 6½-point italic lowercase.
With 3 or 4 classes of subheads	6½-point caps and small caps. 6½-point small caps. 6½-point italic lowercase. 6½-point roman caps and lowercase. 6½-point roman lowercase.

CONGRESSIONAL PROCEEDINGS

SENATE

Monday, March 17, 1952

(*Legislative day of Tuesday, March 11, 1952*)

The Senate met at 12 o'clock meridian, on the expiration of the recess.

[Above line to be used only when Senate is in recess.]

The Chaplain, Rev. Frederick Brown Harris, D.D., offered the following prayer:

Eternal Spirit, center of every sphere, yet for us not just out on the vast rim of far spaces, but nearer to us than breathing—a present help, waiting to live in us; our daily sustenance, the fountain of a courage that will not fail, and of a power that can use our frail weakness as its healing and illuminating channel:

Under the shadow of Thy throne
  Still may we dwell secure.
Sufficient is Thine arm alone,
  And our defense is sure.

We ask it in the dear Redeemer's name. Amen.

DESIGNATION OF ACTING PRESIDENT PRO TEMPORE

The Secretary, Leslie L. Biffle, read the following letter:

U.S. Senate,
President pro tempore,
Washington, D.C., March 17, 1952.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. Paul H. Douglas, a Senator from the State of Illinois, to perform the duties of the Chair during my absence.

Kenneth McKellar,
President pro tempore.

Mr. DOUGLAS thereupon took the chair as Acting President pro tempore.

THE JOURNAL

On request of Mr. McFarland, and by unanimous consent, the reading of the Journal of the proceedings of Friday, March 14, 1952, was dispensed with.

MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Chaffee, its enrolling clerk, announced that the House had passed the bill (S. 17) to provide for a temporary adjustment of salaries of the Metropolitan Police, the U.S. Park Police, the White House Police, and the members of the Fire Department of the District of Columbia, with amendments, in which it requested the concurrence of the Senate.

The message also announced that the House had agreed to the amendment of the Senate to the amendment of the House to the bill (S. 677) to amend the National Housing Act, as amended.

The message further announced that the House had passed the following bills and joint resolutions, in which it requested the concurrence of the Senate:

H.R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914;

H.R. 1408. An act to amend section 301(a)(1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities;

H.J. Res. 37. Joint resolution relating to the provision of butter for the patients of St. Elizabeths Hospital; and

H.J. Res. 100. Joint resolution extending the time within which certain acts under the Internal Revenue Code are required to be performed.

The message also announced that the House had agreed to a concurrent resolution (H. Con. Res. 12) to express the sense of the Congress with respect to the importance of farmers to the effective prosecution of the war, and for other purposes, in which it requested the concurrence of the Senate.

ENROLLED BILLS AND JOINT RESOLUTION SIGNED

The message further announced that the Speaker pro tempore of the House had affixed his signature to the following enrolled bills and joint resolution, and they were signed by the Acting President pro tempore:

S. 171. An act for the relief of Arthur A. Schipke;

S. 518. An act for the relief of Robert T. Groom, Daisy Groom, and Margaret Groom Turpin; and

H.J. Res. 83. Joint resolution to permit additional sales of wheat for feed.

HOUSE BILLS AND JOINT RESOLUTIONS REFERRED OR PLACED ON THE CALENDAR

The following bills and joint resolutions were severally read twice by their titles and referred, or ordered to be placed on the calendar, as indicated:

H.R. 1408. An act to amend section 301(a)(1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities; to the calendar.

H.R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914; and

H.J. Res. 37. Joint resolution relating to the provision of butter for the patients of St. Elizabeths Hospital; to the Committee on the District of Columbia.

H. Con. Res. 100. Concurrent resolution extending the time within which certain acts under the Internal Revenue Code are required to be performed; to the Committee on Finance.

RESOLUTIONS

The following resolutions were submitted or reported and referred as indicated:

KRAMER MILLS, INC.—REFERENCE OF BILL TO COURT OF CLAIMS

Mr. POTTER submitted the following resolution (S. Res. 249), which was referred to the Committee on the Judiciary:

HOUSE CONCURRENT RESOLUTION PLACED ON THE TABLE

The concurrent resolution (H. Con. Res. 12) to express the sense of the Congress with respect to the importance of farmers to the effective prosecution of the war, and for other purposes, was ordered to be placed on the table.

PETITIONS AND MEMORIALS

Petitions, etc., were laid before the Senate, or presented, and referred as indicated:

By the ACTING PRESIDENT pro tempore:

A resolution of Hollywod Parlor No. 196, Native Sons of the Golden West, of Los Angeles, Calif., protesting against the formation of a special unit of the United States Army; to the Committee on Armed Services.

By Mr. THYE:

A letter in the nature of a petition from the Altrusa Club, of Los Angeles, Calif., praying for the adoption of the so-called equal rights amendment to the Constitution; to the Committee on the Judiciary.

A petition of sundry citizens of Little River, Kans., praying for the enactment of Senate bill 860, relating to the sale of alcoholic liquors to the members of the land and naval forces of the United States; to the Committee on Armed Services.

[Follow Office style in Senate petitions and memorials. When an address of a society or institution is given, use the comma before *of*, except when town name is part of organization name. Observe the following forms of capitalization and punctuation:]

The First Presbyterian Church of Boxtown; the Luther Memorial Church, of Carrville; the Woman's Christian Temperance Union of Beansburg; the Moody Temperance Union, of Clayton; General U. S. Grant Post No. 25, Grand Army of the Republic; local union No. 1133, of Bridgeton; Popcorn Grange No. 47, of Craddock; A. K. Jones and seven others, of Akron; T. P. Loud and other citizens of Boston; Union No. 6, International Association of Machinists, of Brockton; the Times, of Cass; the Board of Trade of Trenton; the City Council of Princeton; the Braintree Shoe Co., of Braintree; the First National Bank of Bladensburg; the Brady National Bank, of Bladensburg; the Society of Christian Endeavor of Riverdale; and the Yarmouth Bridge Co., of Baltimore, all in the State, etc., praying, etc.

REPORTS OF COMMITTEES

The following reports of committees were submitted:

By Mr. LODGE, from the Committee on Armed Services:

S. 886. A bill relating to the selective service deferment, on occupational grounds, of persons employed by the Federal Government; without amendment (Rept. No. 120).

By Mr. WILEY, from the Committee on the Judiciary:

S. 241. A bill for the relief of Rachel Acerra; with an amendment (Rept. No. 121); and

H.R. 1279. A bill for the relief of Lee Watts; without amendment (Rept. No. 122).

ENROLLED BILLS PRESENTED

Mrs. SMITH of Maine, from the Committee on Rules and Administration, reported that that committee presented to the President of the United States the following enrolled bills:

On March 16, 1952:

S. 786. An act to amend title I of Public Law 2, 82d Congress, March 20, 1952, and the Veterans Regulations to provide for rehabilitation of disabled veterans, and for other purposes.

On March 17, 1952:

S. 303. An act to extend the jurisdiction of naval courts-martial in time of war or national emergency to certain persons outside the continental limits of the United States.

EXECUTIVE REPORTS OF COMMITTEES

As in executive session,

The following favorable reports of nominations were submitted:

By Mr. HAYDEN, from the Committee on Post Office and Civil Service:

Sundry postmasters.

By Mr. MORSE, from the Committee on Armed Services:

A. Frederick Smith, from the State of Florida, to be senior economist, at $4,600 per annum, in the Atlanta regional office of the National Security Training Commission; and

James J. Carney, Jr., from the State of Florida, to be program control technician, at $4,600 per annum, in the Atlanta regional office of the National Security Training Commission.

BILLS AND JOINT RESOLUTION INTRODUCED

Bills and a joint resolution were introduced, read the first time and, by unanimous consent, the second time, and referred as follows:

By Mr. BYRD:

S. 887. A bill conferring jurisdiction upon the U.S. District Court for the Western District of Virginia to hear, determine, and render judgment upon the claims of John Weakley and Rella Moyer; to the Committee on the Judiciary.

By Mr. JOHNSON of Colorado:

S. 888 (by request). A bill to establish a domestic allotment plan for basic agricultural commodities, to regulate commerce in such commodities, and to provide for the orderly marketing of such commodities at fair prices in interstate and foreign commerce; to the Committee on Agriculture and Forestry.

By Mr. THYE:

S.J. Res. 45. Joint resolution relating to emergency crop, seed, and feed loans and to regional Commodity Credit Corporation loans; to the Committee on Agriculture and Forestry.

[Observe that the comma is omitted after a duplicate Senator's or Member's name when followed by *of* and the State. This applies also to enumerations of Senators or Members when a duplicate Senator's or Member's name appears in the enumeration, as Mr. JOHNSON of California, Mr. THOMAS of Oklahoma, and Mr. WILLIS of Indiana were appointed. Otherwise Mr. WAGNER, of New York; Mr. HAYDEN, of Arizona; and Mr. WILLIS, of Indiana. This is not intended to apply to other than Senators or Members, or when the Christian name or initials of a Member are given, as Mr. BLANK, of Wyoming; Mr. ELMER THOMAS, of Oklahoma.

[Observe that the *No.* is dropped from the title of bills in every case where *S.* or *H.R.* is used, and instead of *S. No. 1069* or *H.R. No. 4321* it is *S. 1069* and *H.R. 4321.*]

WITHHELD AND CONCLUDED SPEECH

[**Mr. DOUGLAS** resumed and concluded the speech begun by him on Tuesday, which follows entire:]

Tuesday, March 16, 1952

Mr. DOUGLAS. Mr. President, what is the parliamentary situation?

The **VICE PRESIDENT.** The question is, Shall the bill pass?

During the delivery of Mr. WATKINS' address,

Wednesday, March 17, 1952

[*Continuation from Tuesday, March 16, 1952*]

Mr. DOUGLAS. Mr. President, I probably should be censured for having taken up several hours.

ADDRESSES, EDITORIALS, ARTICLES, ETC., PRINTED IN THE APPENDIX

On request, and by unanimous consent, addresses, editorials, articles, etc., were ordered to be printed in the Appendix, as follows:

By **Mr. DIRKSEN:**

Statement prepared by him entitled "The Inflation Engine."

By **Mr. WILLIAMS:**

Statement prepared by him, together with a letter from John B. Dunlap, Commissioner of Internal Revenue, relative to the unpaid tax account of A. H. Myers, Kansas City, Mo.

By **Mr. MARTIN:**

An address delivered by him before the Ohio Federation of Republican Women's Organizations at Columbus, Ohio, on October 8, 1951.

By **Mr. BUTLER** of Maryland (for Mr. HENDRICKSON):

Statement released by Mr. HENDRICKSON today urging immediate consideration of the remainder of the Hoover Reorganization Commission recommendations when Congress reconvenes next January.

MESSAGES FROM THE PRESIDENT—APPROVAL OF BILLS

Messages in writing from the President of the United States were communicated to the Senate by Mr. Miller, one of his secretaries, who also announced that the President had approved and signed the following acts:

On March 12, 1952:

S. 677. An act to amend the National Housing Act, as amended.

On March 16, 1952:

S. 171. An act for the relief of Arthur A. Schipke; and

S. 786. An act to amend title I of Public Law 2, 73d Congress, March 20, 1933, and the Veterans Regulations to provide for rehabilitation of disabled veterans, and for other purposes.

BLANCHE H. KARSCH, ADMINISTRATRIX OF THE ESTATE OF KATE E. HAMILTON—VETO MESSAGE (S. DOC. NO. 108)

The **VICE PRESIDENT** laid before the Senate the following veto message from the President of the United States, which was read, and with the accompanying bill, referred to the Committee on the Judiciary and ordered to be printed:

[3 leads]

To the Senate:

I return herewith, without my approval, S. 514, entitled "An act for the relief of Blanche H. Karsch, administratrix of the estate of Kate E. Hamilton."

I know of no circumstances which would justify the exception made by S. 514 to the long-continued policy of Congress, and do not believe that the field of special legislation should be opened to relieve special classes of taxpayers from the consequences of their failure to file claims within the period fixed by law.

HARRY S. TRUMAN.

THE WHITE HOUSE, *March 17, 1952.*

[When communications from the President contain extracts, etc., such extracts must be in 6½-point.]

REPORT ON CLASSIFIED INFORMATION (S. DOC. NO. 107)

Mr. LODGE. Mr. President, the Committee on Armed Services of the Senate has recently requested the Office of Public Relations of the Department of the Navy to submit to it a report on classified information. The Department of the Navy has complied with the request, and I now present the report and ask that it be published as a Senate document.

The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Massachusetts.

PAWNEE INDIANS v. THE UNITED STATES (S. DOC. NO. 311)

The VICE PRESIDENT laid before the Senate a communication from the Assistant Clerk of the Court of Claims, transmitting a certified copy of the findings of fact and conclusion filed by the court in the cause of The Pawnee Tribe of Indians against The United States, which was referred to the Committee on Finance and ordered to be printed.

[Note the insertion of (*S. Doc. No.* —) in cases where papers are ordered to be printed as a document. To be inserted only when *ordered to be printed* or its equivalent is in copy.]

Third reading and passage of a bill

MISSOURI RIVER BRIDGE NEAR ST. CHARLES, MO.

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, Mo., was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

> *Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the times for commencing and completing the construction of the bridge across the Missouri River, etc.

ROY M. YOUNG

The bill (H.R. 4115) for the relief of Roy M. Young was considered, ordered to a third reading, read the third time, and passed.

Amendment, third reading, and passage of a bill

GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4, line 22, to strike out "Keaaupaha" and insert "Keaaukaha".

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure "(1)", to insert "by further authorization of Congress and", so as to make the paragraph read:

> (1) by further authorization of Congress and for a period of five years after the first meeting of the Hawaiian Homes Commission only those lands situate on the island of Molokai, etc.

The amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The title was amended so as to read: "A bill to amend an Act entitled 'An Act to provide a government for the Territory of Hawaii,' approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes".

Forms of amendments

The joint resolution (S.J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in certain parts of the Pacific Ocean was announced as next in order.

Mr. McFARLAND. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words "both within and", so as to make the joint resolution read:

> *Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,* That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.

Mr. BRIDGES. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a

Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out "S.J. Res. 4" and insert "S. Res. 85".

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears none, and it will be so modified.

Mr. McFARLAND. Would it not be necessary to change the resolving clause also? The resolving clause reads:

> *Resolved by the Senate and House of Representatives of the United States of America in Congress assembled.*

Mr. BRIDGES. Yes, Mr. President; it should read simply *"Resolved"*. I ask that that change be made.

The LEGISLATIVE CLERK. On page 1, lines 1 and 2, it is proposed to strike out all after the word *"Resolved"*.

The amendment was agreed to.

The VICE PRESIDENT. The next amendment will be stated.

The ASSISTANT SECRETARY. On page 2, line 13, after the word "pound", insert the words "except rice cleaned for use in the manufacture of canned foods", so as to read:

> Rice, cleaned, 2 cents per pound, except rice cleaned for use in the manufacture of canned foods.

The VICE PRESIDENT. The question is on agreeing to the amendment.

The amendment was agreed to.

The next amendment was, on page 151, to strike out:

> Steamer *Phalarope:* Master, $1,500; engineer, $1,200; fireman, $780; two seamen at $810 each; cook, $870; in all, $5,970.

The amendment was agreed to.

[Note use of words, figures, and punctuation in the following:]

The next amendment was, on page 34, in line 9, under the heading "Employees' Compensation Commission", before the word "assistants", to strike out "five" and insert "three"; in line 10, after the word "clerks" and before the words "of class 3", to strike out "seven" and insert "five"; in line 11, before the words "of class 2", to strike out "twelve" and insert "nine"; in the same line, before the words "of class 1", to strike out "twenty-seven" and insert "twenty"; in line 12, before the words "at $1,000 each", to strike out "three" and insert "two"; and in line 18, to strike out "$124,940" and insert "$102,590", so as to read:

> EMPLOYEES' COMPENSATION COMMISSION
>
> Salaries: Three Commissioners at $4,000 each; secretary, $2,750; attorney, $4,000; chief statistician, $3,000; chief of accounts, $2,500; accountant, $2,250; claim examiners—chief $2,250, assistant $2,000, assistant $1,800, three assistants at $1,600 each; special agents—two at $1,800 each, two at $1,600 each; clerks—five of class 3, nine of class 2, twenty of class 1, two at $1,000 each; in all, $102,590.

Mr. HOLLAND submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and to be printed, as follows:

> Add a new section, as follows:
>
> "That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House."

The Senate resumed the consideration of the bill (H.R. 4075) to limit the immigration of aliens into the United States.

Mr. BYRD. Mr. President, I offer an amendment, which I send to the desk.

The VICE PRESIDENT. The amendment will be stated.

The ASSISTANT SECRETARY. On page 9, line 3, it is proposed to amend by striking out "3" and inserting "1", so that it will read:

> SEC. 2. (a) That the number of aliens of any nationality who may be admitted under the immigration laws to the United States in any fiscal year shall be limited to 1 per centum of the number of foreign-born persons of such nationality resident in the United States.

The VICE PRESIDENT. The question is on agreeing to the amendment offered by the Senator from Virginia to the amendment of the committee.

The amendment to the amendment was rejected.

The PRESIDING OFFICER. The question is, Shall the bill pass?

Mr. THYE. I ask for the yeas and nays on the passage of the bill.

Mr. GEORGE. Let us have the yeas and nays.

The yeas and nays were ordered, and the reading clerk proceeded to call the roll.

Mr. LONG (when his name was called). I am paired with the senior Senator from New Hampshire [Mr.

Bridges]. I am informed that if he were present he would vote as I intend to vote on the passage of the bill. I therefore feel at liberty to vote, and vote "yea."

Mr. SALTONSTALL. I desire to announce that the Senator from Nebraska [Mr. Butler], the senior Senator from New Hampshire [Mr. Bridges], and the Senator from Delaware [Mr. Williams] would vote for the bill if present. They are necessarily absent.

The result was announced—yeas 78, nays 1, as follows:

YEAS—78

Aiken
Dirksen
Gillette
Green
Long
Nixon

NAYS—1

Ives

NOT VOTING—17

Bricker
Byrd
Kilgore
Long
Robertson
Taft

EXECUTIVE SESSION

Mr. McFARLAND. I move that the Senate proceed to the consideration of executive business.

The motion was agreed to; and the Senate proceeded to the consideration of executive business.

[An executive session usually being open, the following precedes the recess or adjournment heading:]

TREATY OF ARBITRATION AND CONCILIATION WITH SWITZERLAND

The Chief Clerk proceeded to read Executive B, a treaty of arbitration and conciliation with Switzerland, signed at Washington on March 17, 1952, which was considered as in Committee of the Whole, and is as follows:

To the Senate of the United States:

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on March 17, 1952.

Harry S. Truman.

The White House, *March 17, 1952.*

[A letter from the President to the Senate is set in 6½-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 6½-point type whether the treaty follows or precedes it or is separated from it by intervening matter.]

RECESS

Mr. McFARLAND. I move that the Senate take a recess until tomorrow at 12 o'clock.

The motion was agreed to; and (at 4 o'clock and 56 minutes p.m.) the Senate took a recess until tomorrow, Thursday, March 18, 1952, at 12 o'clock meridian.

(For nominations this day received, see the end of Senate proceedings.)

[After the recess or adjournment heading the following appears:]

NOMINATIONS

Executive nominations received by the Senate March 17 (legislative day of March 9), 1952:

[Under heading *Postmaster,* omit the State subheading if only one nomination or confirmation is given. Under the heads *Nominations, Confirmations, Withdrawal,* and *Rejection,* the following scheme for subheads is to be followed:

[Heads indicating service, or branch or department of Government—6½-point caps and small caps.

[Subheads indicating subdivision or type of service—6½-point small caps.

[Subheads indicating new rank of appointee—6½-point italic.]

Diplomatic and Foreign Service

Merlin E. Smith, of Ohio, to be a Foreign Service officer, unclassified, a vice consul of career, and a secretary in the diplomatic service of the United States of America.

The Judiciary

Tom C. Clark, of Texas, to be Assistant Attorney General of the United States, vice Hon. Thurman Arnold, resigned.

Hugh B. Cox, of the District of Columbia, to be Assistant Attorney General of the United States; new position.

Temporary Appointment in the Army of the United States

Lt. Gen. Henry Harley Arnold (major general, U.S. Army), Army of the United States.

Appointments, by Transfer, in the Regular Army of the United States [1]

TO ORDNANCE DEPARTMENT [1]

Lt. Col. George DeVere Barnes, Quartermaster Corps (temporary colonel), with rank from January 11, 1952.

In the Air Force

To be brigadier generals [1]

Maj. Gen. Harry George Armstrong, 209A (colonel, U.S. Air Force), Air Force of the United States, medical.

Brig. Gen. John Ferral McBlain, 203A (colonel, U.S. Air Force), Air Force of the United States.

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[1] See note under "Nominations," above.

PROMOTIONS IN THE REGULAR ARMY OF THE UNITED STATES

To be colonels with rank from March 1, 1952

Lt. Col. Charles Harrison Corlett, Infantry (temporary major general).

Lt. Col. William Ord Ryan, Air Force (temporary brigadier general).

MEDICAL CORPS

To be colonels

Lt. Col. Edgar Fremont Haines, Medical Corps (temporary colonel), with rank from April 6, 1952.

Lt. Col. John Randolph Hall, Medical Corps (temporary colonel), with rank from April 6, 1952.

APPOINTMENTS AND PROMOTIONS IN THE NAVY

TEMPORARY SERVICE

Capt. Ingram C. Sowell to be a rear admiral in the Navy, for temporary service, to rank from the 13th day of September 1951.

The following-named commanders to be captains in the Navy, to rank from the date stated opposite their names:

Felix B. Stump, June 30, 1951.

Joseph W. Fowler, June 30, 1951.

The following-named ensigns to be lieutenants (junior grade) in the Navy, to rank from the 1st day of June 1951:

Louis H. Roddis, Jr.
Charles H. Johnson, Jr.
Neil E. Harkleroad
John N. Renfro

The following-named officers of the Naval Reserve to be ensigns in the Navy, to rank from the 1st day of December 1951:

Willard E. Eder
William W. Hunker
Carl C. Schmuck, Jr.

IN THE MARINE CORPS

Col. David L. S. Brewster to be a brigadier general in the Marine Corps, for temporary service, from the 16th day of September 1951.

Col. Clifton B. Cates to be a brigadier general in the Marine Corps, for temporary service, from the 16th day of September 1951.

POSTMASTERS

The following-named persons to be postmasters:

ALASKA [2]

Lew M. Williams, Wrangell, Alaska, in place of B. Y. Grant, resigned.

CALIFORNIA

Ella S. Anderson, Auberry, Calif. Office became Presidential July 1, 1951.

MISSOURI

Hubert B. Brown, Slater, Mo., in place of J. C. Hains. Incumbent's commission expired June 23, 1951.

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[2] See footnote 1, p. 304.

CONFIRMATIONS

Executive nominations confirmed by the Senate March 17 (legislative day of March 9), 1952:

DIPLOMATIC AND FOREIGN SERVICE

Loy W. Henderson to be Envoy Extraordinary and Minister Plenipotentiary of the United States of America to Iraq.

Donal M. McGonigal to be a consul of the United States of America.

U.S. ATTORNEY

J. Saxton Daniel to be U.S. attorney for the southern district of Georgia.

IN THE ARMY

TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

To be brigadier generals

William Edward Raab Covell
Albert Jesse Browning

APPOINTMENTS IN THE REGULAR ARMY

To be chaplains, with rank of first lieutenant, to rank from date of appointment

Charles Edwin Brown, Jr.
John Porter Fellows III

To be first lieutenant, Medical Corps, with rank from date of appointment

Charles Herman Ransom

U.S. AIR FORCE

PROMOTIONS IN THE U.S. AIR FORCE, UNDER THE PROVISIONS OF SECTIONS 502 AND 509 OF THE OFFICER PERSONNEL ACT OF 1947

(Those officers whose names are preceded by the symbol (×) are subject to physical examination required by law.)

To be lieutenant colonels, medical

×Robinson, Robert Walker, 19134A.
×Knauf, George Milton, 19135A.
Booth, John Austin, 19139A.
×Lackay, R. Howard, 19636A.

IN THE NAVY

TEMPORARY SERVICE

Aaron S. Merrill to be rear admiral, to rank from September 9, 1951.

PROMOTIONS IN THE REGULAR SERVICE

To be captains

Cornelius W. Flynn
Armit C. Thomas
Edmund E. Brady, Jr.
Charles W. Styer
Thomas L. Sprague
Einar R. Johnson

To be passed assistant dental surgeon

Estes W. Murphy

IN THE MARINE CORPS

TEMPORARY SERVICE

To be brigadier general, Marine Corps Reserve

Littleton W. T. Waller, Jr.

To be lieutenant colonel

George A. Williams

To be second lieutenants

John D. Hayes
John J. Kalen
Dudley R. Carr
William E. Lunn

Postmasters

ALABAMA

Joseph G. Hardin, Hillsboro.

CALIFORNIA

Janet R. Carroll, Pebble Beach.
Albert C. Rist, Bradley.

WITHDRAWAL

Executive nomination withdrawn from the Senate March 17 (legislative day of March 9), 1951:

Diplomatic Service

Edward J. Flynn to be Envoy Extraordinary and Minister Plenipotentiary of the United States of America to Australia.

REJECTION

Executive nomination rejected by the Senate March 17 (legislative day of March 9), 1951:

Postmaster

Antoinette T. McKechnie to be postmaster at Gearhart, Oreg.

HOUSE OF REPRESENTATIVES

Monday, March 17, 1952

The House met at 12 o'clock noon.

The Chaplain, Rev. Bernard Braskamp, D.D., offered the following prayer:

Psalm 133: 1: *Behold, how good and how pleasant it is for brethren to dwell together in unity.*

Almighty God, we beseech Thee that these days of Brotherhood Week may be radiant with visions of those high and helpful things which we may do together and for one another or members of the human family.

THE JOURNAL

The Journal of the proceedings of Friday, March 14, 1952, was read and approved.

[When the Journal covers the proceedings of the day before, the word *yesterday* may appear instead of the definite date.]

SWEARING IN OF MEMBERS

Mr. COLMER and Mr. BENNETT of Florida appeared before the bar of the House and took the oath of office.

MESSAGE FROM THE SENATE

A message from the Senate, by Mr. Landers, its enrolling clerk, announced that the Senate had passed without amendment bills of the House of the following titles:

H.R. 3331. An act for the relief of Harry L. Smith; and

H.R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicles.

The message also announced that the Senate had passed bills of the following titles, in which the concurrence of the House is requested:

S. 1290. An act for the relief of William Carroll Knox; and

S. 1447. An act to remit claims of the United States on account of overpayments to part-time charwomen in the Bureau of Engraving and Printing, and for other purposes.

The message also announced that the Senate has passed, with amendments in which the concurrence of the House is requested, bills of the House of the following titles:

H.R. 2190. An act for the relief of Marguerite R. McElroy; and

H.R. 3363. An act extending the time within which applications under section 722 of the Internal Revenue Code must be made.

[Observe that bills from the Senate to the House read *An act*. If the copy should read *A bill*, change to *An act* in conformity with this rule, and place number first. Note also the following forms:]

A message from the Senate, by Mr. Landers, its enrolling clerk, announced that the Senate had passed with an amendment the bill (H.R. 3707) making appropriations for certain expenses incident to the 1st session of the 82d Congress, in which the concurrence of the House of Representatives is requested.

The message also announced that the Senate had passed a joint resolution (S.J. Res. 20) making available the sum of $150,000 for the construction, etc.

The message also announced that the Senate had adopted the following resolution (S. Res. 209):

Resolved, That the Senate has heard with profound sorrow the announcement of the death of HON. HENRY B. STEAGALL, late a Representative from the State of Alabama, etc.

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Miller, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills of the House of the following titles:

On March 4, 1952:

H.R. 2886. An act to provide for the removal of oysters from the waters of York River and Queen Creek, Va., affected by sewage disposal emanating from the construction battalion training camp, at Camp Peary, Va., and for other purposes; and

H.R. 3338. An act relating to Government and other exemptions from the tax with respect to the transportation of property.

On March 7, 1952:

H.R. 2859. An act to amend the Naval Reserve Act of 1938, as amended.

[Observe that bills coming from the President take the form of *An act.* This rule must be followed invariably, even if the copy reads *A bill.*]

MRS. VIRGINIA THRIFT

Mr. COUDERT. Mr. Speaker, by direction of the Committee on House Administration, I submit a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

Resolved, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an amount equal to six months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed $250 to defray funeral expenses of the said Chester R. Thrift.

The resolution was agreed to, and a motion to reconsider was laid on the table.

BILLS PRESENTED TO THE PRESIDENT

Mr. KLEIN, from the Committee on Rules, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H.R. 3331. An act for the relief of Harry L. Smith; and

H.R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

ENROLLED BILL SIGNED

Mr. KLEIN, from the Committee on Rules, reported that that committee had examined and found truly enrolled a bill of the House of the following title, which was thereupon signed by the Speaker:

H.R. 2859. An act to amend the Naval Reserve Act of 1938, as amended.

THE PRIVATE CALENDAR

The SPEAKER. The Clerk will call the first bill on the Private Calendar.

JOHN SIMS

The Clerk called the first bill on the Private Calendar, H.R. 399, for the relief of John Sims.

There being no objection, the Clerk read the bill, as follows:

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury is authorized and directed to pay to John Sims, Mobile, Ala., the sum of $5,000.

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. SIKES: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated".

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

On motion of Mr. SIKES, a motion to reconsider the vote by which the bill was passed was laid on [*not* upon] the table.

PAUL BARRERE

The Clerk called the next bill, H.R. 1984, for the relief of Paul Barrere.

SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 962. An act for the relief of Mr. and Mrs. Frank Holehan; to the Committee on the Judiciary.

S. 1077. An act for the relief of William A. Haag; to the Committee on the Judiciary.

[In the reference of Senate acts to House committees the name of the committee will be repeated after each act, though there may be several acts referred to the same committee.]

Committee of the Whole House on the State of the Union

EMERGENCY TARIFF

Mr. JAVITS. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House on the State of the Union for the consideration of the bill (H.R. 2435) imposing temporary duties upon certain agricultural products, and so forth.

The SPEAKER. Is there objection? [After a pause.] The Chair hears none. The question is on the motion of the gentleman from New York that the House resolve itself into the Committee of the Whole House on the State of the Union for the consideration of the bill H.R. 2435, the emergency tariff bill.

The motion was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House on the State of the Union for the consideration of the bill H.R. 2435, with Mr. McCormack in the chair.

The CHAIRMAN. The clerk will report the bill.

The Clerk read the bill, as follows:

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled—

Title I

EMERGENCY TARIFF

That on and after the day following the passage of this act, for the period of six months, there shall be levied, collected, and paid upon the following articles, when imported from any foreign country into the United States or into any of its possessions (except the Virgin Islands and the islands of Guam and Tutuila), the rates of duty which are prescribed by this section, namely:

Mr. MERROW. Mr. Chairman, I offer an amendment, which I send to the Clerk's desk.

The CHAIRMAN. The gentleman from New Hampshire offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment offered by Mr. Merrow: Page 2, line 1, after the word "bushel", insert "*Provided,* That wheat in transit upon the Great Lakes shall not be subject to the duty hereby imposed".

[Mr. KILDAY addressed the Committee. His remarks will appear hereafter in the Appendix.]

Mr. JAVITS. Mr. Chairman, I move that the Committee do now rise.

The motion was agreed to.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. McCormack, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee, having had under consideration the bill H.R. 2435, had come to no resolution thereon.

Conference report and statement

Conference reports and statements to be set in 6½ point.

Use 6-point slug before and after conference report and statement.

In the Senate place the names of Senators first. In the House the names of Members are to be first.

Follow copy literally in the report. Observe the form *Amendments numbered 1, 2, 3,* etc., and when the amendment is to make an independent paragraph, the phrase *And the Senate* [*or House*] *agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered,* when in copy, to *No.,* as *amendment No. 1,* but do not supply *No.* or *amendment* if omitted in copy; otherwise regular style will prevail.

Note particularly that in Senate copy of conference reports the form *Amendment numbered 1,* etc., is generally stricken from the beginning of the paragraph by the clerks.

(See pp. 360–362 for styles of conference report set as House report and as Senate document.)

Conference Report (H. Rept. No. 12)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 7160) to provide for research into basic laws and principles relating to agriculture, and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendments of the

Senate numbered 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In the House bill insert "Puerto Rico and the" after the word "to", in line 16, on page 2; insert "Puerto Rico and" after the word "to" in lines 7 and 23 on page 4; before the word "all" in line 11 on page 4, and after the word "to" in line 5 on page 5; and insert "Puerto Rico or" after the word "of" in line 10 on page 4, after the word "which" in line 14 on page 4, after the word "If" in line 18 on page 4, and after the word "to" in lines 2 and 3 on page 5; and the Senate agree to the same.

H. P. FULMER,
CLARENCE CANNON,
CLIFFORD R. HOPE,
Managers on the Part of the House.

CLYDE R. HOEY,
By L. M.
GEORGE D. AIKEN,
STYLES BRIDGES,
Managers on the Part of the Senate.

[Six-point slug here. Extracts in statement to be quoted.]

STATEMENT

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 7160) to provide for research into basic laws and principles relating to agriculture and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

On amendment No. 1: This amendment eliminates Alaska from the benefits of title I of the bill. The House recedes with an amendment giving such benefits to Alaska.

On amendments Nos. 3 and 4: These amendments provide for an equal allotment of aid under title I in the amount of $20,000 to each State and to the Territory of Hawaii each year before the remainder is allotted on the basis of farm population; and the House recedes.

On amendments Nos. 14, 15, 16, and 17: These amendments are for the purposes of making section 22 of the bill apply to the Territory of Hawaii; and the House recedes.

H. P. FULMER (except amendment No. 19),
CLARENCE CANNON,
CLIFFORD R. HOPE,
Managers on the Part of the House.

[Six-point slug after the statement.]

Pension bills

PENSIONS

The SPEAKER pro tempore. Under the previous order of the House, private pension bills and bills relating to pension legislation are in order for consideration today.

Mr. BUSH. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House for the consideration of the bill (H.R. 5214) granting pensions and increase of pensions to certain soldiers and sailors of the Regular Army and Navy, and certain soldiers and sailors of wars other than the Civil War, and to widows of such soldiers and sailors; and, pending that, I would like to ask if we can make some arrangement as to the time for general debate.

The motion of Mr. BUSH was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House, with Mr. MCCORMACK in the chair.

The Clerk read the title of the bill H.R. 5214.

The bill is as follows:

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Hattie Hjelmberg, widow of William Hjelmberg, late of the Fourth Company United States Coast Artillery Corps, war with Spain, and pay her a pension at the rate of $12 per month.

Mr. FULTON. Mr. Speaker, I call up the bill (H.R. 6507) granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war, and I ask unanimous consent that this bill be considered in the House as in Committee of the Whole House.

The SPEAKER pro tempore. The Chair hears no objection, and the Clerk will report the bill.

The Clerk read the bill, as follows:

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Mary M. Lytel, helpless and dependent daughter of Isaac Lytel, late of Company D, One Hundred and Eighteenth Regiment, Ohio Volunteer Infantry, and pay her a pension at the rate of $20 per month.

Amendments

[As figures are now used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions must be set in figures thus: Strike out "$840" and insert "$1,000", etc. For other enumerations in bill style, see rule 2.8, p. 8]

The next business on the Speaker's table was the bill (H.R. 4167) to enable national banking associations to extend their corporate existence, returned from the Senate with sundry amendments.

The SPEAKER. The Clerk will read the amendments.

The Clerk read the amendments, as follows:

First amendment: Page 2, line 20, after the word "law", insert "or unless hereafter modified or repealed".

Add to line 21, as follows:

"*Provided,* That soldiers and sailors who lost either an arm or a leg during the late war shall be exempt from paying any special tax as peddlers of tobacco, snuff, or cigars".

[Observe that amendments are quoted when preceded by 6½-point introduction.]

Mr. MAGEE. I move the following amendments:

The amendments were read as follows:

In line 3, after the word "condemned", insert "cast-iron cannon".

In line 5, strike out "to be used" and insert "for use and ornamentation".

Page 2, line 14, strike out "southern".

The reading of the bill was resumed.

The next amendment was, in line 25, after the word "book", to strike out "cases" and insert "rests"; in the same line, strike out "$5,000" and insert "$2,500", so as to make the clause read:

For purchase of ice, buckets, file holders, bookrests, and clocks, $8,600; $2,500 of this sum to be expended for shelving and file holders in the second auditor's office.

The amendment was agreed to.

The Clerk read as follows:

Amend by striking out the words "from the date of her husband's death".

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

CONTESTED ELECTION, CARTER AGAINST LeCOMPTE—MESSAGE FROM THE CLERK OF THE HOUSE OF REPRESENTATIVES (H. DOC. NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accompanying papers, referred to the Committee on House Administration:

AUGUST 23, 1957.

The Honorable the SPEAKER,
House of Representatives.

SIR: I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. LeCompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.

EXTENSION OF REMARKS

By unanimous consent, permission to extend remarks in the Appendix of the RECORD, or to revise and extend remarks, was granted to:

Mr. DEANE.

Mr. MACHROWICZ and to include a resolution of the American Legion.

Mr. FARRINGTON (at the request of Mr. ASPINALL) and to include certain letters, notwithstanding the fact that the extension exceeds two pages of the RECORD, etc.

Mr. FLOOD in four instances.

Mr. ZABLOCKI in two instances and to include extraneous matter.

Mr. McCARTHY (at the request of Mr. MARSHALL) and to include other extraneous material.

Mr. LARCADE in four instances and to include newspaper articles.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. VINSON (at the request of Mr. BROWN of Georgia), for an indefinite period, on account of official business.

Mr. WIDNALL (at the request of Mr. MARTIN of Massachusetts), for 1 day, on account of official business.

Mr. AUGUST H. ANDRESEN, for an indefinite period, on account of official business.

Adjournment, recess, and evening session

ADJOURNMENT

Mr. PRIEST. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 5 o'clock and 48 minutes p.m.) the House, pursuant to its order heretofore entered, adjourned until tomorrow, Tuesday, March 18, 1952, at 12 o'clock noon.

RECESS

The SPEAKER. The hour for the recess has arrived. The Chair will state that should he be absent this evening the gentleman from Georgia, Mr. CAMP, will act as Speaker pro tempore.

The hour of half past 4 o'clock having arrived, the House, in pursuance of its order, took a recess until half past 7 o'clock this evening.

EVENING SESSION

The recess having expired, the House reassembled at half past 7 o'clock p.m. and was called to order by Mr. CAMP as Speaker pro tempore.

[Follow copy as to expressing time of adjournment as *6 o'clock and 25 minutes p.m.*, or *6:25 p.m.* If necessary, the headings *Recess* and *Adjournment* must be supplied in House and Senate copy.]

MOTION TO DISCHARGE COMMITTEE

MARCH 17, 1952.

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

Pursuant to clause 4 of rule XXVII, I, PERCY J. PRIEST, move to discharge the Committee on Banking and Currency from the consideration of the bill (H.R. 2887) entitled "A bill transferring certain functions of the Price Administrator, with respect to petroleum and petroleum products, to the Petroleum Administrator for War," which was referred to said committee March 7, 1952, in support of which motion the undersigned Members of the House of Representatives affix their signatures, to wit:

1. Percy J. Priest.
2. Oren Harris.
217. William E. Hess.
218. James G. Polk.

This motion was entered upon the Journal, entered in the CONGRESSIONAL RECORD with signatures thereto, and referred to the Calendar of Motions To Discharge Committees, February 21, 1952.

House briefs

[The briefs follow at end of day's proceedings. Heads and dashes to be used as shown here.]

EXECUTIVE COMMUNICATIONS, ETC.

Under clause 2 of rule XXIV, executive communications were taken from the Speaker's table and referred as follows:

457. A communication from the President of the United States, transmitting a draft of a proposed provision pertaining to existing appropriations for the Department of Justice (H. Doc. No. 278); to the Committee on Appropriations and ordered to be printed.

458. A letter from the Chairman, Wage Stabilization Board, transmitting the eighth report on the operations of the Chairman of the Wage Stabilization Board; to the Committee on Banking and Currency.

[Use the following form if only one communication is submitted—7½-point:]

194. Under clause 2 of rule XXIV, a letter from the Secretary of the Treasury, transmitting a statement of the estimated cost of revised central heating, lighting, and powerplant project, Washington, D.C. (H. Doc. No. 102), was taken from the Speaker's table, referred to the Committee on Public Works, and ordered to be printed.

[Note the insertion of (*H. Doc. No.* —) in cases where papers are ordered to be printed as a document. To be inserted only when *ordered to be printed* or its equivalent appears in copy.]

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mrs. ROGERS: Committee on Education and Labor. S. 4661. An act to repeal an act entitled "An act to legalize the incorporation of national trades unions," approved June 29, 1886; without amendment (Rept. No. 1063). Referred to the House Calendar.

Mr. WOOD of Georgia: Committee on Un-American Activities. Report on proceedings against Sidney Buchman; without amendment (Rept. No. 1293). Ordered to be printed.

Mr. DOUGHTON: Committee on Ways and Means. H.R. 12946. A bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public works program; without amendment (Rept. No. 1765). Referred to the Committee of the Whole House on the State of the Union.

Mr. SABATH: Committee on Rules. House Resolution 285. Resolution for consideration of H.R. 12946, a bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public-works program; without amendment (Rept. No. 1766). Referred to the House Calendar.

Mr. HART: Joint Committee on the Economic Report. Report of the joint committee on the President's Economic Report; without amendment (Rept. No. 169). Referred to the Committee of the Whole House on the State of the Union.

[Use above form also when only one report is submitted.]

REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. MITCHELL: Committee on Armed Services. H.R. 1825. A bill for the relief of William M. Stoddard; with amendment (Rept. No. 155). Referred to the Committee of the Whole House.

Mr. SPRINGER: Committee on Armed Services. S. 2445. An act for the relief of Clarence R. Killion; with amendment (Rept. No. 156). Referred to the Committee of the Whole House.

[Use above form also when only one report is submitted]

ADVERSE REPORTS

Under clause 2 of rule XIII,

Mr. WALTER: Committee on the Judiciary. H.R. 3347. A bill for the relief of Edward Dietrich, a veteran of the World War (Rept. No. 1054). Laid on the table.

Mr. STANLEY: Committee on House Administration. House Resolution 188. Resolution to provide for printing of 1,000 additional copies of the hearings held before the Committee on Banking and Currency of the House on the bill H.R. 10517, entitled "For increasing and stabilizing the price level of commodities, and for other purposes" (Rept. No. 1035). Ordered to be printed.

[Use above form also when only one report is submitted]

PUBLIC BILLS AND RESOLUTIONS

Under clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. MURDOCK (by request):

H.R. 6439. A bill to authorize the addition of land to the Appomattox Court House National Historical Monument, Va., and for other purposes; to the Committee on Interior and Insular Affairs.

By Mr. PATMAN:

H.R. 6440. A bill to revive and reenact section 6 of the act entitled "An act authorizing the construction of certain public works on rivers and harbors for flood control, and for other purposes", approved December 22, 1944; to the Committee on Public Works.

[Use the following form when only one bill or resolution is submitted:]

Under clause 4 of rule XXII,

Mr. EATON introduced a bill (H.R. 7568) to increase the cost of the public building at Woodbury, N.J., which was referred to the Committee on Public Works.

MEMORIALS

Under clause 3 of rule XXII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in copy:]

Memorial of the Legislature of the State of Maine, memorializing Congress to impose a tax upon all imported products equal to the difference between par of exchange and current quotations of exchange of those countries which, by going off the gold basis, have depreciated their currencies; to the Committee on Ways and Means.

By Mr. HALLECK: Memorial of the Legislature of the State of Indiana, urging Congress to enact, etc.; to the Committee on House Administration.

[Use the following form when only one memorial is submitted:]

Under clause 4 of rule XXII,

The SPEAKER presented a memorial of the Legislature of the Territory of Guam, memorializing the President and the Congress of the United States relative to expressing the views of the Fourth Guam Legislature upon the income tax structure of the Territory of Guam, which was referred to the Committee on Interior and Insular Affairs.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. GORDON of Illinois:

H.R. 11290. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war; to the Committee of the Whole House on the State of the Union.

By Mr. D'EWART:

H.R. 6146. A bill authorizing the issuance of a patent-in-fee to Marcelene Jane Johnson; to the Committee on Interior and Insular Affairs.

By Mr. KEATING (by request):

H.R. 6151. A bill for the relief of Berjouhie Andreassian; to the Committee on the Judiciary.

[Use the following form if only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. DAVIS of Georgia introduced a bill (H.R. 13648) for the relief of Sfc. Lyle L. Carpenter, which was referred to the Committee on the Judiciary.

PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

2396. By the SPEAKER: Petition of Kay Edmonston, Washington, D.C., relative to a grievance against J. Edgar Hoover and others, dated March 8, 1952; to the Committee on the Judiciary.

2397. By Mr. LEA: Petition of citizens of Danville, Ill., protesting against legislation restricting the freedom of worship (H.R. 4388); to the Committee on the District of Columbia.

[Use the following form if only one petition, etc., is submitted:]

Under clause 1 of rule XXII,

14. Mr. BLACKNEY presented a petition of 33 members of the Women's Hospital Auxiliary, of Flint, Mich., favoring passage of the Sheppard-Towner bill, which was referred to the Committee on Education and Labor.

[Showing use of italic lines over petitions, etc.:]

[*Omitted from the Record of March 4, 1952*]

2349. By Mr. PATMAN: House Concurrent Resolution 13 of the Texas Legislature, urging immediate official recognition by the United States of the Government of Mexico as administered by President Obregon; to the Committee on Foreign Affairs.

[*Submitted March 5, 1952*]

2360. By Mr. DELANEY (by request): Cablegram from the Asociación de Hacendados y Colonos, of Cuba, urging larger concessions to Cuban sugar and tobacco in the reciprocity treaty; to the Committee on Ways and Means.

[If *et al.* is used in petitions, change it to *and others.*]

Resolution headings

There being no objection, the resolution was referred to the Committee on Public Works, and ordered to be printed in the Record, as follows:

Resolution 78–58–59

Resolution memorializing the Senate of the United States expressing opposition to H.R. 2, Chicago water diversion bill

Whereas H.R. 2 concerning the diversion of water from Lake Michigan to the Chicago Canal has recently passed the House of Representatives: Now, therefore, be it

Resolved by the mayor and Common Council of the City of Sheboygan, That by this resolution it go on record as opposing said diversion of water from Lake Michigan as contemplated in H.R. 2, and request that the Senators of the State of Wisconsin, to wit: the Honorable William Proxmire and the Honorable Alexander Wiley vote in opposition to said measure and do all that is possible to secure the defeat of said legislation.

There being no objection, the resolution was ordered to be printed in the Record, as follows:

Resolution of New York Chapter, Association of the U.S. Army

Whereas it has been proposed that the size of the U.S. Army be reduced below its present figure, which figure is deemed to be too low, etc.

Resolution of Frank A. Johnson Post No. 758, American Legion, Johnson City, N.Y.

Whereas the railroads have played an important role in the development of this community and the Nation, both in peacetime and in times of national emergency, etc.

CONGRESSIONAL RECORD INDEX

GENERAL INSTRUCTIONS

Set in 6½ point on 7½-point slug, Record measure (14 picas).
In bound Record index, use only page numbers marked in red.
Cap lines flush, blue underscore; italic lines flush, red underscore.
Entries 1 em, overs 2 ems.

ABBREVIATIONS

Spell months if in brackets or parentheses (except in citations) even when followed by the day of the month.

Abbreviate States after all capitalized geographic names, as *N.Y.*, *N. Mex.*, etc.

Observe the following forms: (Omitted in Record), (Rept. 349), (S. Rept. 25), (S. Rept. ——), (H. Rept. 41), (H. Rept. ——), (S. Doc. 23), (H. Doc. 47), (H.J. Res. 26), (H. Con. Res. 5), (H. Res. 7), (S. Res. 7), (S.J. Res. 6), (S. Con. Res. 7), (S. 1495; H. Rept. 712), (H.R. 1252; S. Rept. 214).

[Public Law 16.]

(See bill S. 546—George bill.)

Note that *No.* is not used preceding the numbers in the foregoing.

SPACING

Biweekly Record index (folioed in blue): No leads are to be used.

Bound Record index (folioed in red): 1 lead will be used before each flush cap line as well as before each flush line in History of Bills and Resolutions.

CAPITALIZATION

Capitalize principal words (and no quotes) in titles of addresses, articles, books, captions, editorials, essays, headings, headlines, motion pictures and plays, papers, poems, reports, songs, statements, subheadings, subjects, and themes.

Lowercase (and no quotes) is to be used after the following general terms: advertisements, letters, lists, memorandums, press releases, remarks, resolutions, tables, telegrams. Note that first word after colon is also lowercase:

□Telegram: price supports, from Indiana
□□citizens, 3909.

□Memorial of Legislature of Mississippi:
□□dairy price supports, 2779.

Record, referring to Congressional Record, caps and lowercase.

In cap lines use small-cap "v.," in place of against, in legal cases.

In cap lines all abbreviated words are to be treated similarly, as follows:

BAUMHART, A. D., JR. (*a Representative*
□□*from Ohio*).
BARTLETT, E. L. (BOB) (*a Delegate from*
Alaska).

BETHLEHEM (PA.) LEADER-VINDICA-
□□TOR, editorial, Soil Conservation
Pays Dividends, A2283.

Descriptive words following cap words are to be lowercased. (See also under "Roman and italic" on next page.)

NEW YORK (city), article, Status of
□□Negroes in Police Department, A2360.

MARYLAND (dredge), relief of owners
□□(see bill H.R. 1942).

PUNCTUATION

Comma precedes folio figures.

If numbers of several bills are given, use this form: S. 24, 2586; H.R. 217, 2287, etc.; that is, do not repeat *S.* or *H.R.* with each number. Separate the Senate and House bills with a semicolon.

Index cards that read back to subject must be followed.

A 3-em dash is used as a ditto for word or words leading up to either a colon or a comma:

□Atomic Energy Commission, 13685.
□——— Appropriations, 15525.

□Cotton: production, 3379.
□——— selected data, A-2094–A2099.

Asterisk indicates action on bill.

In flush cap lines a comma is used to separate run-in items, but a colon is used after indented sideheads. Examples:

ABBOTT, H. G., letter, family farmer,
□□A2044.
□Munitions dump: remarks in House
□□relative to, A989.
□Article: American Way, 127.
□Ship-repair facilities: resolution for,
□□etc. (see H. Res. 450).

ROMAN AND ITALIC

Use roman for words in parentheses as (Omitted in Record), (Appendix), (deceased), (administrator), (newspaper), (magazine), (vessel), (House), (Senate), (city), (State), and (Governor of Maryland), but use italic for (*late a Senator from New York*), (*a former Representative from Maryland*), *See*, and *see also*.

SCOTT, W. KERR (*late a Senator from*
□□*North Carolina*).
ANDERSON, MALCOLM (Assistant Attor-
□□ney General), report, 3293.
CLYDE, GEORGE D. (Governor of Utah),
□□editorial, Plan To Save Lives, A2312.
SAUND, D. S. (JUDGE) (*a Representative*
□□*from California*).

Names of vessels in italic—U.S.S. *Brooklyn*, steamship *Raleigh*.

Court cases in italic. Contested-election cases in roman.

FLUSH CAP LINES

The following designations, when set flush and caps, are to be separate lines (do not run in entries on these lines):

President of the United States.
Vice President of the United States.
Names of Members or former Members of either Senate or House.
All standing committees, Senate or House.
See and *see also* items.
Departments of the Government.
Executive nominations and confirmations.
Indians.
Treaties and conventions.
Veterans.

PRESIDENT OF THE UNITED STATES.
VICE PRESIDENT OF THE UNITED STATES.
SULLIVAN, LEONOR K. (MRS. JOHN B. (*a Representative from Missouri*).
COMMITTEE ON PUBLIC WORKS (House).
COMMITTEE ON PUBLIC WORKS (Senate).
FIRE DEPARTMENTS, VOLUNTEER. *See* ADMINISTRATIVE SERVICES ACT.
SENATE. *See also* HOUSE OF REPRESENTATIVES; YEA-AND-NAY VOTES.
DEPARTMENT OF THE INTERIOR. *See also* SECRETARY OF THE INTERIOR.
EXECUTIVE NOMINATIONS AND CONFIRMATIONS.

[The words "bill to" must be retained at all times under these headings:]

COURTS OF THE UNITED STATES.
DEPARTMENT OF DEFENSE.
DISTRICT OF COLUMBIA.
EMPLOYEES OF THE UNITED STATES.
INDIANS.
POST OFFICE DEPARTMENT.
TAXATION.
TREATIES AND CONVENTIONS.
VETERANS.
VETERANS' ADMINISTRATION.

Do not retain the words "bill to" under the headings "Bills" and "Bills and Resolutions."

The words "see bill(s)," for House and Senate bills, and "see," for resolutions, must be supplied:

□Agricultural Adjustment Act: repeal section prohibiting payments in certain cases (see bills H.R. 1832, 1859).
Agricultural Adjustment Act of 1938: amend price supports (see bill S. 139).
——— repeal section 348 (see bill H.R. 1573).
——— amend wheat marketing quotas (see bills S. 46; H.R. 1765, 1813).
□Agricultural Act of 1949: amended act relative to price supports (see bills H.R. 12, 22).
——— increase quotas (see H.J. Res. 40, 73, 105, 120, 130).
——— compensate for underplanting (see H.J. Res. 136).
——— correct inequities in acreage allotments (see H.J. Res. 116, 118).

Other flush cap lines, not followed by a flush italic head, are run in, even if accompanied by only one item.

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Washington Monument: relative to repair of elevator in, 1569.

PUBLIC BUILDINGS, relief of contractors for construction of (see bill H.R. 6321).

Remarks in House relative to prospects for consideration of a public buildings bill, 1217.

Table: cost of living, 3332.

SECRETARY OF THE TREASURY.

Communication from

American Fleet in foreign waters: estimate of appropriation for purchase of a historical pictorial record of (H. Doc. 76), 1162.

WASHINGTON (city). *See* District of Columbia.

WASHINGTON (State), petition of citizens urging action of Congress to prevent the present impending disaster in Armenia, 4451.

WILSON, MARY, AND OTHERS, pension (see bill H.R. 6441).

WOOL, amendment in Senate relative to tariff on, 1114, 1283.

Remarks in Senate relative to tariff on, 1205, 1283.

Statistics relative to production of, 1276.

YEA-AND-NAY VOTES IN HOUSE.

Army appropriation bill (H.R. 5010): on amendment reducing appropriation for pay of the Army, 1234.

——— on amendment to grant honorable discharges to enlisted men upon their own application, 1235.

[Contract titles of bills and resolutions if run in, omitting the words *bill for* and *resolution to,* as follows:]

A. A. RAVEN (steamship), relief of owners (see bill H.R. 6408).

ABANDONED PROPERTY. *See* Captured and Abandoned Property.

ALASKA, increase in percentage of national forest receipts to be paid to (see bill H.R. 4950).

Bill to create a fish commission in (see bill H.R. 5951).

ARCHAMBAULT, GEORGE, increase pension (see bill H.R. 6488).

CHINESE IMMIGRATION, correspondence concerning certain Chinese refugees from Mexico, 5450.

Joint resolution to allow Chinese to register under certain provisions and conditions (see S.J. Res. 33).

CIVILIAN PERSONNEL. *See* Employees of the United States.

CLAIMS. *See also* Court of Claims.

Amendments in Senate making appropriations for, adjudicated and allowed, 5756.

KOHLER, WALTER J., JR. (Governor of Wisconsin), editorial from Madison (Wis.) Free Press relative to, A915.

LEAVES OF ABSENCE IN HOUSE.

Buchanan, 1372.

Clancy, 1471.

Drane, 1589.

MARYLAND (dredge), relief of owners (see bill H.R. 1942).

MEXICO, article written by President Obregon relative to taxation in, 5988.

Remarks in Senate relative to importation of oil from, 5981.

Resolution to investigate importation of oil from (see S. Res. 138).

[Follow copy when index cards read back to cap subject.]

AGRICULTURE, remarks in House, dangers to economy, 426.

ARIZONA, memorial of legislature, State rights, 811.

WASHINGTON EVENING STAR, article, Arizona Gets Water, 761.

[Use above forms when only one item is listed; if more than one item appears, the words *"Article," "Memorial of legislature,"* or *"Remarks in House,"* etc., will be set as italic flush heads, but not under Congressmen's or Senators' names.]

Votes of. *See* Yea-and-Nay Votes.

WEEKS v. *UNITED STATES,* decision of the Supreme Court of the United States in case of, 5951.

[Indent matter immediately following flush heads if a subhead follows which reads back to the flush line. (See first entry under President of the United States, above.) Observe that public bills, resolutions, amendments, reports, letters, communications, petitions, and bills relating to corporations, societies, vessels, or like subjects are treated the same as private bills.]

History of bills and resolutions in biweekly index

[In history of bills, use lowercase in Members' names; in titles of bills, follow style as to the use of figures and abbreviations; *etc.,* not *and so forth.* Follow copy as to the omission of the word *the* in or before committee.]

S. 1669—To clarify the law relative to allowances for mileage of graduates of the U.S. Military Academy and transportation of their dependents on assignment to their first duty station and to the mileage allowance of persons entering the U.S. Military Academy as cadets.

Mr. Ribicoff; Committee on Armed Services, 712.

Reported with amendments (S. Rept. 93), 2120.

Debated, amended, and passed Senate, 2428.

Referred to House Committee on Armed Services, 2520.

Reported back (H. Rept. 182), 2761.

Debated, 4840.

Amended and passed House; title amended, 1692.

Senate disagrees to House amendments and asks for conference, 1921.

[NOTE.—If semicolon appears in copy, change to *"and"*.]

Examined and signed, 5181, 5186.

Presented to the President, 5207.

See bill H.R. 5296. (Omitted in Record.)

H.R. 6877—To permit a compact or agreement between the States of Arizona, California, Colorado, Nevada, New Mexico, Utah, and Wyoming respecting the disposition and apportionment of the waters of the Colorado River, and for other purposes.

Mr. Jones; agreed to, 2882.

Reported with amendments (H. Rept. 191), 2842.

Debated, 2880.

Reported with amendment, considered, and agreed to, 2881.

House disagrees with Senate amendments and asks for conference, 1988.

Conferees appointed, 1988.

Senate insists on its amendments and agrees to conference, 2216.

Referred to Senate Committee on Post Office and Civil Service, 2927.

Committee on Post Office and Civil Service discharged, 5002.

Reported back (S. Rept. 10) and passed Senate, 5002.

Laid on the table (S. 44 passed in lieu), 5003.

Mr. Taber, from Committee on Appropriations, 2762.

Passed Senate (in lieu of S. 1334), 1769.

Laid on the table (S.J. Res. 116 passed in lieu), 2058.

Examined and signed, 5288, 5307.

Presented to the President, 5400.

Approved [Public Law 12], 1234.

In Senate placed on the calendar, 2763.

Bound Record

[In permanent Record History of Bills, actions run in with period and em dash. Indentions □ and overs □□. One 2-point lead before each flush cap line; also use lead before each flush line in History of Bills.]

S. 1936—To provide protection of persons and property from bombing attacks in the United States, and for other purposes.

Amended and passed House (in lieu of H.R. 5727), 154.—Senate disagrees to House amendment and requests conference, 168.—Conferees appointed, 168, 351.—House insists upon its amendment and agrees to conference, 351.—Conference report submitted in House (H. Rept. 1590), 367, 369.—Agreed to, 469, 480.—Conference report submitted in Senate and agreed to, 475.—Examined and signed, 519, 521.—Presented to the President, 586.—Approved [Public Law 415], 759.

H.R. 6818—Authorizing the temporary appointment or advancement of commissioned officers of the Coast and Geodetic Survey in time of war or national emergency, and for other purposes.

Mr. Bland; Committee on Merchant Marine and Fisheries, 2838.—Reported back (H. Rept. 1995), 3470.—Passed House, 3551.—Referred to Senate Committee on Commerce, 3645.—Reported without amendment (S. Rept. 1551), 6283.—Amended and passed Senate, 6647.—House concurs in Senate amendments, 6714.—Examined and signed, 6723, 6741.—Presented to the President, 6775.—Vetoed (H. Doc. 829), 6842.

NOTES

23. SENATE AND HOUSE JOURNALS

GENERAL RULES

The Journals are set in 7½ point on 8½-point slug (except votes, which are 6 point on 6½-point slug and appear in columns), Record measure, and as a rule Record style prevails.

Messages from the President are set in 7½ point, and extracts in same are quoted.

Abbreviate States as provided on page 151, except in amendments, which must be set bill style.

In amendments, matter stricken out must be set in roman, quoted; and matter inserted must be set in italic, bill style. Amendment of title of bill is set in roman, bill style, quoted, unless part of all amended and italicized bill. (Same applies in conference report.)

Omit comma between name of Senator or Representative and State in duplicate names, thus: Mr. Johnson of Colorado.

In the Journals names of Members are set in caps and small caps.

Note use of semicolon in Papers Referred (p. 321).

Use 1 lead only on each side of small-cap heads.

Where 7½-point small-cap heads make more than one line, set all but the last line on a 7½-point slug.

Use 6½-point cap line for centerheads showing time of meeting after recess taken in a day's proceedings.

Addresses of visitors to Chamber in either House are set in 7½ point and quoted.

Omit (*H. Doc. No. 17*, etc.) if appearing in Senate copy in connection with any matter which has been ordered printed as an executive document.

Note instructions on page 331 regarding "rundowns" in setting votes in Senate and House Journals.

For abbreviations of bills, resolutions, etc., see page 154.

Capitalize the word "Act" in all bill matter.

Indented matter will be set 2 ems for paragraphs and 1 em for overs; if more indented matter follows, indent accordingly.

SENATE

[Observe punctuation and paragraphing]

FRIDAY, JANUARY 18, 1952

The VICE PRESIDENT called the Senate to order, and the Chaplain offered prayer, or

The Vice President being absent, Mr. PAUL H. DOUGLAS, from the State of Illinois, called the Senate to order at 12 o'clock m. (noon when daylight saving time), and the Chaplain offered prayer.

QUESTION OF QUORUM

Mr. McFARLAND raised a question as to the presence of a quorum;

Whereupon

The VICE PRESIDENT directed the roll to be called;

When

Fifty-seven Senators answered to their names, as follows:

Aiken
Anderson
Byrd
Cain
Connally
Fulbright
George
Kerr
Lehman
McMahon
Saltonstall
Wiley

A quorum being present,

MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Chaffee, one of its clerks:

Mr. President: The House of Representatives has passed the following bill and joint resolution, in which it requests the concurrence of the Senate:

H.R. 7158. An act to amend the Army Appropriation Act, approved July 11, 1932, so as to release appropriations for the completion of the acquisition of real estate in certain cases and making additional appropriations therefor; and

H.J. Res. 138. Joint resolution to repeal so much of the act of Congress approved February 28, 1932, as provides for the sale of Camp Eustis, Va.

The Speaker of the House of Representatives having signed two enrolled bills, viz, S. 1881 and H.R. 5622, I am directed to bring the same to the Senate for the signature of its President.

Resolved by the House of Representatives (the Senate concurring), That the final report of the Select Committee on Foreign Aid be printed as a House document, and that five thousand additional copies of volume I be printed, of which three thousand copies shall be for the use of the House of Representatives, to be distributed by the House folding room and two thousand copies shall be for the use of the Select Committee on Foreign Aid.

When said concurrent resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

[Do not close italic insert with a period unless it is part of the amendment.]

Page 1, line 2, after "That", insert *there be printed six thousand five hundred copies of*

Page 1, line 3, strike out "be printed as a House document and" and insert (*House Report Numbered 1845*)

Page 1, line 4, strike out "that five thousand additional copies of volume I be printed".

Page 1, line 6, strike out "Representatives to be distributed by the House" and insert *Representatives,*

[Note use of roman type and quotes for title amendment.]

The following amendments, recommended by the Committee on Ways and Means, were agreed to:

Page 1, line 6, strike out "July 1, 1956" and insert *April 1, 1956*

Page 2, line 2, strike out "July 1956" and insert *April 1956*

The bill, as amended, was ordered to be engrossed and read a third time, was read a third time by title, and passed.

By unanimous consent, the title was amended so as to read: "A bill to provide wage credits under title II of the Social Security Act for military service before April 1956, and to permit application for lump-sum benefits under such title to be made within two years after interment or reinterment in the case of servicemen dying overseas before April 1956".

The following amendments, recommended by the Committee on House Administration, were agreed to:

Line 1, after "That", insert *effective January 4, 1955,*

Line 2, strike out "H. Res. 88" and insert: *H. Res. 118*

The resolution, as amended, was then agreed to.

The title was amended so as to read: "A resolution to provide funds for studies and investigations to be conducted pursuant to H. Res. 118".

PETITIONS AND MEMORIALS

The VICE PRESIDENT laid before the Senate the following petitions, etc., which were referred as indicated:

A resolution adopted by the Finnish Women's Clubs of the Minnesota-Wisconsin district, remonstrating against the passage of House bill 9604, to take profiteering out of war and to equalize the burdens of war; to the Committee on Finance.

The VICE PRESIDENT laid before the Senate a concurrent resolution of the Legislature of the State of Arkansas, urging the enactment of legislation to provide for further flood control on the White River; which was ordered to lie on the table.

Mr. CARLSON presented a resolution adopted by Coffeyville Post No. 20, American Legion, of Coffeyville, Kans., praying the enactment of legislation providing adequate relief for disabled ex-servicemen; which was referred to the Committee on Finance.

Mr. LODGE presented the following petition and memorial, which were referred to the Committee on Appropriations:

A resolution adopted by Local No. 3, United Office and Professional Workers of America, of Boston, Mass., favoring the appropriation of further relief funds for the unemployed; and

A resolution adopted by the board of directors, Massachusetts Federation of Taxpayers' Associations, Inc., of Boston, Mass., remonstrating against the appropriation of additional relief funds save for the minimum needs of the unemployed, and favoring the reduction of governmental expenditures as a step toward permanent recovery.

REPORTS OF COMMITTEES

Mr. MORSE, from the Committee on Armed Services, to whom were referred the following bills, reported them each without amendment and submitted reports thereon, as follows:

S. 1733. A bill authorizing the Secretary of the Navy, in his discretion, to deliver to the president of the Milwaukee Press Club, of Milwaukee, Wis., the bell of the wrecked cruiser *Milwaukee* (Rept. No. 198); and

S. 1824. A bill to provide for the relief of certain officers of the Naval Reserve Force, and for other purposes (Rept. No. 199).

ENROLLED BILLS AND JOINT RESOLUTION SIGNED

Mr. **KEFAUVER**, from the Committee on the Judiciary, reported that they had examined and found truly enrolled the following bills and joint resolution:

S. 1881. An act to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes;

H.R. 5622. An act providing for the appraisal and sale of the Vashon Island Military Reservation in the State of Washington, and for other purposes; and

H.J. Res. 594. Joint resolution directing the Federal Trade Commission to investigate the policies employed by manufacturers in distributing motor vehicles, accessories and parts, and the policies of dealers in selling motor vehicles at retail, as these policies affect the public interest.

The **VICE PRESIDENT** thereupon signed the same, and they were delivered to the committee to be presented to the President of the United States.

INTRODUCTION OF BILLS

Bills were introduced, read the first and second times by unanimous consent, and referred as follows:

By Mr. **KEFAUVER** (for himself and Mr. GORE):

S. 2203. A bill to provide for the consolidation or redistribution of the powers and duties of the several executive departments of the Government of the United States relating to the Territory of Alaska, and for other purposes; to the Committee on Interior and Insular Affairs.

By Mr. **CARLSON**:

S. 2204. A bill for the relief of Christian Christensen; to the Committee on Finance.

By Mr. **GEORGE**:

S. 3785. A bill for the relief of the Fitzgerald Leader; and

S. 3786. A bill for the relief of the Ocilla Star; to the Committee on Finance.

PAPERS REFERRED

Papers in the cases hereinafter mentioned, to accompany bills heretofore introduced, were taken from the files and referred, under the rule, as follows:

William H. Van Name; John B. Hamblin; Hannah Vandenburg; Mary C. F. Warren; David Granger; and James Grogan; to the Committee on Finance.

JOINT SESSION TO RECEIVE COMMUNICATIONS FROM THE PRESIDENT

Mr. **McFARLAND** submitted the following concurrent resolution (S. Con. Res. 1); which was considered and agreed to:

Resolved by the Senate (the House of Representatives concurring), That the two Houses of Congress assemble in the Hall of the House of Representatives on Wednesday, the 6th day of January 1952, at 2 o'clock in the afternoon, for the purpose of receiving such communications as the President of the United States shall be pleased to make to them.

Ordered, That the Secretary request the concurrence of the House of Representatives therein.

NOTIFICATION TO THE PRESIDENT

Mr. **McFARLAND** submitted the following concurrent resolution (S. Res. 4); which was considered and agreed to:

Resolved, That a committee consisting of two Senators be appointed to join such committee as may be appointed by the House of Representatives to wait upon the President of the United States and inform him that a quorum of each House is assembled and that the Congress is ready to receive any communication he may be pleased to make.

PRESIDENTIAL APPROVALS

A message from the President of the United States, by Mr. Miller, his secretary:

Mr. President: The President of the United States approved and signed the following acts and joint resolution:

On January 10, 1952:

S. 1934. An act granting the consent of Congress to the Huntington & Ohio Bridge Co. to construct, maintain, and operate a highway and street railway bridge across the Ohio River, between the city of Huntington, W. Va., and a point opposite in the State of Ohio.

On January 12, 1952:

S. 1794. An act to authorize the Secretary of Defense to release the Kansas City & Memphis Railroad & Bridge Co. from reconstructing its highway and approaches across its bridge at Memphis, Tenn.; and

S.J. Res. 111. Joint resolution to authorize an appropriation for expenses of participation by the United States in the 10th Pan American Sanitary Conference.

Ordered, That the Secretary notify the House of Representatives thereof.

FINAL ADJOURNMENT

On motion by Mr. George, and by unanimous consent,

[Overs flush.]

The Senate proceeded to consider the concurrent resolution (H. Con. Res. 41) authorizing the sine die adjournment of the present session of Congress on May 29, 1951.

On the question of agreeing to the said concurrent resolution,

It was determined in the negative______ { Yeas_____ 40
Nays_____ 40

[Rundown, 7½ ems, 7½-point] [Rundown, 12 ems, 7½-point]

On motion by Mr. Saltonstall,

The yeas and nays being desired by one-fifth of the Senators present,

Senators who voted in the affirmative are—

Aiken
Anderson
Bennett
Benton
Brewster
Bricker
Bridges
Byrd
Kefauver

Senators who voted in the negative are—

Eastland
Ellender
Ferguson
Fulbright
George
Green
Hayden
Hunt
McCarran

The Senate being equally divided, the Vice President voted in the negative.

So the concurrent resolution was not agreed to.

Ordered, That the Secretary notify the House of Representatives thereof.

MATERNITY AND INFANT WELFARE

On motion by Mr. Hill,

The Senate resumed the consideration of its unfinished business, viz, the bill (S. 1039) for the public protection of maternity and infancy and providing a method of cooperation between the Government of the United States and the several States.

Mr. HILL raised a question as to the presence of a quorum;

Whereupon

The VICE PRESIDENT directed the roll to be called;

When

Forty Senators answered to their names, as follows:

Aiken
Ives
Jenner
Knowland
Lodge
Long
Martin
Maybank

The number of Senators present not constituting a quorum,

The VICE PRESIDENT directed the names of the absentees to be called;

When

Four Senators answered to their names, as follows:

Cordon
McKellar
Thye
Young

A quorum not being present,

On motion by Mr. McFarland,

Ordered, That the Sergeant at Arms be directed to request the attendance of the absent Senators.

Pending the execution of the order, Mr. Ferguson, Mr. Holland, Mr. Langer, Mr. Neely, and Mr. Wiley appeared and answered to their names.

A quorum being present,

HOUSE BILLS AND JOINT RESOLUTION REFERRED

The bills and joint resolutions, except H.R. 9605 and H.R. 10055, this day received from the House of Representatives for concurrence, were severally read the first and second times by unanimous consent.

Ordered, That the bills H.R. 7534 and H.R. 7874 be referred to the Committee on Public Works;

That the bill H.R. 8780 be referred to the Committee on Agriculture;

That the bills H.R. 9257 and H.R. 9286 and the joint resolution H.J. Res. 613 be referred to the Committee on Rules;

That the bill H.R. 9816 be referred to the Committee on Public Works; and

That the joint resolution H.J. Res. 627 be referred to the Committee on Appropriations.

RECESS

On motion by Mr. McFarland, at 5 o'clock and 12 minutes p.m.,

The Senate took a recess until 12 o'clock m. (noon when daylight saving time) tomorrow.

MONDAY, JANUARY 28, 1952

(Legislative day of Friday, January 24, 1952)

The PRESIDENT pro tempore called the Senate to order at 12 o'clock noon, and the Chaplain offered prayer.

EXECUTIVE SESSION

On motion by Mr. McFarland,

The Senate proceeded to the consideration of executive business; and, after the consideration of executive business,

On motion by Mr. McFarland, at 5 o'clock and 36 minutes p.m.,

The Senate, as in legislative session, took a recess until 12 o'clock noon tomorrow.

HOUSE

[Observe the punctuation and paragraphing and that datelines are set in case 130 caps, centered. Follow Record style in the treatment of names and Members of Congress.]

MONDAY, JANUARY 28, 1952

The House was called to order by the Speaker.

The Journal of the proceedings of Thursday, January 24, 1952, was read and approved.

COMMUNICATIONS

Executive and other communications, pursuant to clause 2, rule XXIV, were referred as follows:

19. A letter from the Chairman, National Archives, transmitting the report of the National Archives Trust Fund Board for the fiscal year ending June 30, 1951; to the Committee on Post Office and Civil Service.

20. A letter from the Postmaster General, Chairman, Board of Trustees, transmitting the report of operations of the Postal Savings System for the fiscal year ended June 30, 1951 (H. Doc. No. 11); to the Committee on Post Office and Civil Service and ordered to be printed.

[Use the following form if only one executive communication is transmitted:]

An executive communication, pursuant to clause 2, rule XXIV, was referred as follows:

719. A letter from the Secretary of the Treasury, transmitting a draft of a proposed bill, entitled "A bill to clarify the act of August 17, 1950, providing for the conversion of national banks into, and their merger and consolidation with, State banks," was taken from the Speaker's table and referred to the Committee on Banking and Currency.

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Hawks, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills of the House of the following titles:

On June 20, 1949:

H.R. 2361. An act to provide for the reorganization of Government agencies, and for other purposes.

On June 21, 1949:

H.R. 1337. An act to authorize the sale of certain public lands in Alaska to the Alaska Council of Boy Scouts of America for recreation and other public purposes.

MESSAGE FROM THE SENATE

A message from the Senate, by Mr. Carrell, one of its clerks, announced that the Senate had passed, with amendments in which the concurrence of the House is requested, a bill of the House of the following title:

H.R. 5060. An act making appropriations for the legislative branch for the fiscal year ending June 30, 1950, and for other purposes.

The message also announced that the Senate insists upon its amendments to the foregoing bill; requests a conference with the House on the disagreeing votes of the two Houses thereon; and appoints Mr. Ellender, Mr. Chavez, Mr. McKellar, Mr. Bridges, and Mr. Saltonstall to be the conferees on the part of the Senate.

The message further announced that the President had informed the Senate that on June 13, 1949, he had approved and signed a bill of the Senate of the following title:

S. 314. An act authorizing the transfer of a certain tract of land in the Robinson Remount Station to the city of Crawford, Nebr., and for other purposes.

ECONOMIC REPORT OF THE PRESIDENT

The SPEAKER laid before the House a message from the President of the United States, which was read, as follows:

THE WHITE HOUSE,
Washington, D.C., January 7, 1949.

The Honorable the PRESIDENT OF THE SENATE.
The Honorable the SPEAKER OF THE HOUSE OF REPRESENTATIVES.

SIRS: I am presenting herewith my Economic Report to the Congress, as required under the Employment Act of 1946.

In preparing this report, I have had the advice and assistance of the Council of Economic Advisers, members of the Cabinet, and heads of the independent agencies.

Together with this report I am transmitting a report, the Annual Economic Review, January 1949, prepared for me by the Council of Economic Advisers in accordance with section 4(c)(2) of the Employment Act of 1946.

Respectfully,
HARRY S. TRUMAN.

The message, together with the accompanying papers, was referred to the Joint Committee on the Economic Report and ordered to be printed.

RECESS

At 12 o'clock and 7 minutes p.m. the House stood in recess until 12 o'clock and 40 minutes p.m.

AFTER RECESS—12:46 P.M.

The SPEAKER called the House to order.

A FURTHER MESSAGE FROM THE SENATE

A further message from the Senate, by Mr. Carrell, its enrolling clerk, announced that the Senate had passed without amendment concurrent resolutions of the House of the following titles:

H. Con. Res. 1. Concurrent resolution providing for a joint session of Congress on January 5, 1949.

H. Con. Res. 2. Concurrent resolution providing for a joint session of Congress on January 6, 1949, pursuant to the requirements of the Constitution and laws relating to the election of President and Vice President of the United States.

JOINT SESSION TO RECEIVE THE PRESIDENT'S MESSAGE

The Doorkeeper announced the President pro tempore and Members of the Senate, who entered the Hall of the House and took seats assigned them.

Whereupon, pursuant to House Concurrent Resolution 1, the Speaker called the joint session of the two Houses to order.

The SPEAKER appointed Mr. McCORMACK, Mr. DOUGHTON, and Mr. MARTIN of Massachusetts members on the part of the House of the committee to escort the President into the Hall of the House.

The PRESIDENT pro tempore of the Senate appointed Mr. BARKLEY, Mr. LUCAS, and Mr. WHERRY members on the part of the Senate of the committee to escort the President into the Hall of the House.

The Doorkeeper announced Ambassadors, Ministers, and Chargés d'Affaires of foreign governments, who entered the Hall of the House and took seats assigned them.

The Doorkeeper announced the members of the President's Cabinet, who entered the Hall of the House and took seats assigned them.

The President of the United States, at 1 o'clock and 2 minutes p.m., escorted by the committee on the part of both Houses, entered the Hall of the House and, at the Clerk's desk, delivered the following message:

Mr. President, Mr. Speaker, Members of the Congress, I am happy to report to this 81st Congress that the state of the Union is good. Our Nation is better able than ever before to meet the needs of the American people and to give them their fair chance in the pursuit of happiness. It is foremost among the nations of the world in the search for peace.

At 1 o'clock and 32 minutes p.m., the President retired from the Hall of the House, accompanied by the members of his Cabinet.

The Ambassadors, Ministers, and Chargés d'Affaires of foreign governments retired from the Hall of the House.

The SPEAKER declared the joint session of the two Houses dissolved.

The PRESIDENT pro tempore and Members of the Senate then returned to their Chamber.

The SPEAKER then called the House to order.

ROLLCALL CORRECTION

On motion of Mr. JACKSON of California, by unanimous consent,

Ordered, That rollcall No. 3 be corrected to show him present and voting in the negative.

COMMITTEE ON APPROPRIATIONS

Mr. McCORMACK submitted the following resolution, which was considered and agreed to (H. Res. 43):

Resolved, That during the 81st Congress, the Committee on Appropriations shall be composed of 45 members.

A motion to reconsider the vote whereby said resolution was agreed to was, by unanimous consent, laid on the table.

MEMBERS-ELECT SWORN IN

The following Members-elect, whose credentials had been received by the Clerk of the House, presented themselves at the bar of the House and took the oath of office prescribed by law: Mr. CHESTER C. GORSKI, from the 44th District of the State of New York; Mr. ANTHONY F. TAURIELLO, from the 43d District of the State of New York.

CONTESTED-ELECTION CASE OF ROY AGAINST JENKS

Mr. KERR, by direction of the Committee on Elections No. 3, reported (Rept. No. 2255) the resolution (H. Res. 482) in the contested-election case of Alphonse Roy against Arthur B. Jenks, from the First Congressional District of the State of New Hampshire.

Said resolution and report were referred to the House Calendar and ordered to be printed.

REFERENCE OF BILL H.R. 3700

On motion of Mr. BONNER, by unanimous consent, the Committee on Government Operations was discharged from further consideration of the bill (H.R. 3700) to provide for the return to the former owners of the real property at Camp Stewart, Ga.

When said bill was referred to the Committee on Armed Services.

SUBCOMMITTEE TO SIT

On motion of Mr. SADOWSKI, by unanimous consent, the subcommittee of the Committee on Interstate and Foreign Commerce, of which Mr. PRIEST is chairman, was granted permission to sit during general debate in the session of the House today.

PERMISSION TO FILE REPORT

On motion of Mr. DOUGHTON, by unanimous consent, the Committee on Ways and Means was granted permission until midnight Saturday, January 15, 1949, to file a report (Rept. No. 1) on the joint resolution (H.J. Res. 85) to exempt from the tax on admissions amounts paid for admission tickets sold by authority of the Committee on Inaugural Ceremonies on the occasion of the inauguration of the President-elect in January 1949.

RECESS

At 12 o'clock and 8 minutes p.m., the House stood in recess until 12 o'clock and 50 minutes p.m.

AFTER RECESS—12:50 P.M.

The SPEAKER called the House to order.

UNITED STATES SURPLUS PROPERTY ACT OF 1944

The SPEAKER laid before the House the following message from the President of the United States, which was read, as follows:

To the Congress of the United States:

I transmit herewith a report by the Secretary of State on the operations of the Department of State under section 32(b)(2) of Public Law 584, 79th Congress, as required by that law.

HARRY S. TRUMAN.

THE WHITE HOUSE, *March 14, 1952.*

The message, together with the accompanying papers, was referred to the Committee on Government Operations and ordered to be printed.

APPOINTMENT TO THE JOINT COMMITTEE ON FOREIGN ECONOMIC COOPERATION

The SPEAKER laid before the House the following communication from the chairman of the Committee on Foreign Affairs, which was read, as follows:

MARCH 14, 1952.

Hon. SAM RAYBURN,
The Speaker, House of Representatives, Washington, D.C.

DEAR MR. SPEAKER: In conformity with section 124 of Public Law 472, 80th Congress, I have this date appointed the Honorable JAMES P. RICHARDS to represent the Committee on Foreign Affairs on the Joint Committee on Foreign Economic Cooperation for the 81st Congress.

This appointment fills the existing vacancy.

Very sincerely yours,
John Kee.

NATIONAL CAPITAL SESQUICENTENNIAL COMMISSION

The SPEAKER laid before the House the following communication, which was read, as follows:

Hon. Sam Rayburn,
Speaker, House of Representatives,
U.S. Congress, Washington, D.C.

Dear Mr. Speaker: I herewith submit my resignation as a member of the National Capital Sesquicentennial Commission.

Respectfully yours,
Homer Thornberry.

The resignation was accepted.

COLUMBIA INSTITUTE FOR THE DEAF

The SPEAKER, pursuant to the provisions of section 4863, Revised Statutes of the United States, announced the appointment of Mr. Thornberry as a Director of the Columbia Institute for the Deaf.

ROLLCALLS

The Committee resumed its session; and after some further time spent therein,

The SPEAKER resumed the chair,

When Mr. Smith of Virginia, Chairman, reported that the Committee, having had under consideration said bill, finding itself without a quorum,

CALL IN COMMITTEE

The roll was called,

When the following-named Members failed to answer—

[Roll No. 157]

Andresen, August H.
Chatham
Chesney
Gorski, N.Y.
Gregory

Thereupon the Speaker announced that 311 Members had answered to their names, a quorum.

The Committee resumed its session; and after some still further time spent therein,

CALL OF THE HOUSE

Mr. KEEFE made the point of order that a quorum was not present.

A quorum not being present,

On motion of Mr. Priest, a call of the House was ordered.

The doors were closed.

The roll was called,

When the following-named Members failed to answer—

[Roll No. 162]

Andresen, August H.
Cavalcante
Celler
Gore
Gossett

Thereupon the Speaker announced that 330 Members had answered to their names, a quorum.

By unanimous consent, further proceedings under the call were dispensed with.

The doors were opened.

AUTOMATIC ROLLCALL

The question being put, viva voce,

Will the House now consider said resolution?

The SPEAKER announced that two-thirds of the Members present had voted in the affirmative.

Mr. WILLIAMS of New York objected to the vote on the ground that a quorum was not present and not voting.

A quorum not being present,

The roll was called under clause 4, rule XV,

When there appeared ------------ { Yeas -------- 270
Nays -------- 1

[Rundown, 7½ ems, 7½-point] [Rundown, 12 ems, 7½-point]

[Roll No. 199]

Those voting in the affirmative—

Abbitt
Abernethy
Davis, Wis.
Deane
Karst
Karsten

Voting in the negative—

Williams of New York

So the House decided to consider the resolution.

After debate,

On motion of Mr. Bush, the previous question was ordered on the resolution to its adoption or rejection and, under the operation thereof, the resolution was agreed to.

YEA-AND-NAY VOTE

The question being put,

Will the House agree to said amendment?

Mr. WILLIAMS of New York demanded that the vote be taken by the yeas and nays, which demand was supported by one-fifth of the Members present, so the yeas and nays were ordered.

It was decided in the affirmative ---------- { Yeas ---- 225
Nays ---- 181
Answered present - 1

[Rundown, 7½ ems, 7½-point] [Rundown, 12 ems, 7½-point]

[Roll No. 172]

Those voting in the affirmative—

Abbitt
Abernethy
Barrett, Wyo.
Bates, Mass.
Brehm
Brown, Ga.

Those voting in the negative—

Addonizio
Albert
Combs
Corbett
Heffernan
Heller

Answered present—

Poulson

So the amendment was agreed to.

The bill, as amended, was ordered to be engrossed and read a third time.

Mr. WILLIAMS of New York demanded the reading of the engrossed copy of said bill.

LABOR-FEDERAL SECURITY APPROPRIATION, 1950

Mr. FOGARTY, from the Committee on Appropriations, pursuant to clause (2)(a), rule XI, reported (Rept. No. 228) the bill (H.R. 3333) making appropriations for the Department of Labor, the Federal Security Agency, and related independent agencies, for the fiscal year ending June 30, 1950, and for other purposes.

Said bill and report were referred to the Committee of the Whole House on the State of the Union and ordered to be printed.

Mr. KEEFE reserved all points of order on said bill.

ORDER OF BUSINESS

On motion of Mr. Fogarty, by unanimous consent,

Ordered, That, notwithstanding any rule, the bill (H.R. 3333) making appropriations for the Department of Labor, the Federal Security Agency, and related independent agencies, for the fiscal year ending June 30, 1950, and for other purposes, may be in order for consideration on tomorrow, Wednesday, March 9, 1949.

COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

Mr. FOGARTY, pursuant to a special order agreed to on March 8, 1949, moved that the House resolve itself into the Committee of the Whole House on the State of the Union for consideration of the bill (H.R. 3333) making appropriations for the Department of Labor, for the fiscal year ending June 30, 1950, and for other purposes.

Pending which,

On motion of Mr. Fogarty, by unanimous consent,

Ordered, That the time for general debate on said bill shall continue not to exceed 2 hours, be equally divided, and be controlled by Mr. Fogarty and Mr. Keefe.

The motion that the House resolve itself into the Committee of the Whole was agreed to.

Accordingly,

The House resolved itself into the Committee of the Whole House on the State of the Union for consideration of said bill; and after some time spent therein,

The **SPEAKER** resumed the chair,

When Mr. Trimble, Chairman, reported that the Committee, having had under consideration said bill, had directed him to report the same back to the House with the recommendation that the bill do pass.

By unanimous consent, the previous question was ordered on the bill to its passage or rejection.

The bill was ordered to be engrossed and read a third time and was read a third time by title.

Mr. TABER moved to recommit the bill (H.R. 3333) to the Committee on Appropriations with instructions to report the same back forthwith, with the following amendment:

On page 24, lines 8 to 17, strike out the first proviso, and insert *Provided, That the Director of the Budget finds it necessary to meet increased costs.*

On motion of Mr. Fogarty, by unanimous consent, the previous question was ordered on the motion to recommit.

The question being put, viva voce,

Will the House recommit said bill?

The motion to recommit was not agreed to.

The question being put, viva voce,

Will the House pass said bill?

So the bill was passed.

A motion to reconsider the vote whereby said bill was passed was, by unanimous consent, laid on the table.

AMENDMENTS

When said resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

Line 1, strike out "affective" and insert *effective*

Line 4, strike out "$5,000" and insert *$2,500*

The resolution, as amended, was then agreed to.

A motion to reconsider the vote whereby said resolution, as amended, was agreed to was, by unanimous consent, laid on the table.

The House then proceeded to the consideration of the following amendments of the Senate in disagreement (Nos. 7, 7½, 11, 13, 32, 46, 52, 54, 56, 63, 74, 76, 77, and 85):

Senate amendment No. 7: Page 10, line 10, after "responsibility", insert *: Provided further, That not to exceed $2,700,000 of the amount herein appropriated may be transferred to the Department of the Navy.*

Senate amendment No. 7½: Page 10, line 10, after "responsibility", insert *: Provided further, That no part of this appropriation or contract authorization shall be used—*

> *(A) to start any new construction project for which an estimate was not included in the budget for the current fiscal year; or*
>
> *(B) to start any new construction project the currently estimated cost of which exceeds the estimated cost included therefor in such budget;*

unless the Director of the Bureau of the Budget specifically approves the start of such construction project;

On motion of Mr. THOMPSON of Texas, by unanimous consent, Senate amendments Nos. 7, 7½, 32, 52, 56, and 76 were considered en bloc.

On motion of Mr. THOMPSON of Texas the House receded from its disagreement to the amendments of the Senate numbered 7, 7½, 32, 52, and 76, and concurred therein.

PRIVATE CALENDAR

Pursuant to clause 6, rule XXIV,

The SPEAKER directed the Private Calendar to be called.

When,

BILLS PASSED

Bills of the following titles were severally considered, read twice, ordered to be engrossed and read a third time, were severally read a third time by title, and passed:

H.R. 580. A bill for the relief of the Bank of Kodiak, Kodiak, Alaska.

H.R. 583. A bill for the relief of the Alaska Juneau Gold Mining Co., of Juneau, Alaska.

Ordered, That the Clerk request the concurrence of the Senate in said bills severally.

Motions severally made to reconsider the votes whereby each bill on the Private Calendar was disposed of today were, by unanimous consent, laid on the table.

DISASTER RELIEF

Mr. KERR moved to suspend the rules and pass the joint resolution (H.J. Res. 136) making a further appropriation for disaster relief, and for other purposes.

Mr. TABER demanded a second.

By unanimous consent, a second was considered as ordered.

After debate,

The question being put,

Will the House suspend the rules and pass said joint resolution?

On a division, demanded by Mr. TABER, there appeared—yeas 123, nays 0.

So, two-thirds having voted in favor thereof, the rules were suspended and said joint resolution was passed.

A motion to reconsider the vote whereby the rules were suspended and said joint resolution was passed was, by unanimous consent, laid on the table.

Ordered, That the Clerk request the concurrence of the Senate in said joint resolution.

VILLAGE POSTAL SERVICE

Mr. MURRAY of Tennessee called up the following conference report (Rept. No. 1420):

The committee of conference on the disagreeing votes of the two Houses on the amendment of the House to the bill (S. 1479) to discontinue the operation of village delivery service in second-class post offices, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 20, 41, 45, 57, and 86.

That the House recede from its disagreement to the amendments of the Senate numbered 1, 3, 5, 6, 9, 19, 23, 25, 26, 27, 29, 30, 31, 33, 35, 37, 38, 39, 40, 46, 48, 49, 50, 53, 55, 56, 59, 63, 77, 83, 84, and 85, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In lieu of the matter inserted by said amendment insert the following: *including not to exceed $2,365 for necessary per diem and traveling expenses in connection* *therewith*; and the Senate agree to the same.

The committee of conference have not agreed on amendments numbered 8, 10, 11, 12, 13, 14, 15, 16, 18, 32, 54, 60, 62, 79, 80, and 87.

That the Senate recede from its disagreement to the amendment of the House.

Tom Murray (except
as to amendment No.
3),
Ray W. Karst,
Edward H. Rees,
Managers on the Part of the House.

Olin D. Johnston,
Hubert H. Humphrey,
Zales N. Ecton,
Managers on the Part of the Senate.

[Note also the following:]

Page 27, after line 12, insert:

The Secretary of the Navy is authorized to acquire one thousand acres, more or less, at or near Camp Kearny, California, for a site for a lighter-than-air aviation station and to pay for the same an average price of not exceeding $100 per acre out of any funds appropriated for aviation purposes.

When said conference report was considered and agreed to.

A motion to reconsider the vote whereby said conference report was agreed to was, by unanimous consent, laid on the table.

Ordered, That the Clerk notify the Senate thereof.

SENATE BILL, JOINT RESOLUTION, AND CONCURRENT RESOLUTION REFERRED

Bill, joint resolution, and concurrent resolution of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 44. An act for the relief of Arthur O. Fisher; to the Committee on the Judiciary.

S.J. Res. 105. Joint resolution to provide unrestricted entry privileges for Sister Elizabeth Kenny; to the Committee on the Judiciary.

S. Con. Res. 65. Concurrent resolution favoring the suspension of deportation of certain aliens; to the Committee on the Judiciary.

ENROLLED BILLS SIGNED

Mrs. NORTON, from the Committee on House Administration, reported that that committee had examined and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 3967. An act to continue a system of nurseries and nursery schools for the day care of school-age and under-school-age children in the District of Columbia through June 30, 1950.

H.R. 4046. An act making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1949, and for other purposes.

SENATE ENROLLED BILLS SIGNED

The SPEAKER announced his signature to enrolled bills of the Senate of the following titles:

S. 55. An act to authorize completion of construction and development of the Eden project, Wyoming.

S. 1433. An act amending Public Law 125, 80th Congress, approved June 28, 1947, as amended.

BILLS PRESENTED TO THE PRESIDENT

Mrs. NORTON, from the Committee on House Administration, reported that that committee did on June 21, 1949, present to the President, for his approval, bills of the House of the following titles:

H.R. 3957. An act to continue a system of nurseries and nursery schools for the day care of school-age and under-school-age children in the District of Columbia through June 30, 1950.

H.R. 4046. An act making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1949, and for other purposes.

ADJOURNMENT OVER

On motion of Mr. McCormack, by unanimous consent,

Ordered, That when the House adjourns today, it adjourn to meet on Monday, January 10, 1949.

And then,

ADJOURNMENT

On motion of Mr. McCormack, at 12 o'clock and 27 minutes p.m., the House adjourned until Monday, January 10, 1949, pursuant to a special order heretofore agreed to.

PERMISSION TO ADDRESS THE HOUSE

By unanimous consent, permission to address the House on the following dates, after all legislative business of the day and special orders heretofore agreed to, was granted—

To Mr. Rich, Thursday, February 17, for 20 minutes; and

To Mr. Reed of New York, Thursday, February 17, for 25 minutes.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted—

To Mr. Irving, indefinitely; and

To Mr. Jones of Missouri, for 3 days.

And then,

[When only one.]

By unanimous consent, leave of absence was granted to Mr. Kennedy for 2 days.

ADJOURNMENT

On motion of Mr. Priest, at 4 o'clock and 1 minute p.m., the House adjourned.

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

[Use above form also when only one report is submitted.]

REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mrs. NORTON: Committee on House Administration. House Resolution 23. A resolution for the relief of Beatrice Kelly; without amendment (Rept. No. 3). Referred to the House Calendar.

[Use above form also when only one report is submitted.]

CHANGE OF REFERENCE

Under clause 2 of rule XXII, committees were discharged from the consideration of the following bills, which were referred as follows:

A bill (H.R. 6442) granting a pension to Martha A. Curtis; Committee on the Judiciary discharged, and referred to the Committee on House Administration.

A bill (H.R. 11111) granting a pension to Annie Elizabeth Clark; Committee on the Judiciary discharged, and referred to the Committee on House Administration.

[Use the following form if only one change of reference is made:]

Under clause 3 of rule XXIII, the Committee on Banking and Currency was discharged from the consideration of the bill (H.R. 1551) to authorize the making of grants and loans to the States to assist in providing adequate public elementary and secondary school facilities, and the same was referred to the Committee on Education and Labor.

ADVERSE REPORT

Under clause 2 of rule XIII,

Mr. KEE: Committee on Foreign Affairs. House Resolution 50. Resolution to obtain information from the Secretary of State on the Palestine situation; without amendment (Rept. No. 10).

Mr. TABER: Committee on Rules. H.R. 11964. A bill for the relief of the P. J. Carlin Construction Co. (Rept. No. 1014). Laid on the table.

[Use the above form also when only one report is submitted.]

PUBLIC BILLS AND RESOLUTIONS

Under clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. ADDONIZIO:

H.R. 5206. A bill to provide for direct Federal loans to meet the housing needs of moderate-income families, to provide liberalized credit to reduce the cost of housing for such families, and for other purposes; to the Committee on Banking and Currency.

By Mr. FERNÓS-ISERN:

H.R. 5207. A bill to amend section 50 of the Organic Act of Puerto Rico; to the Committee on Interior and Insular Affairs.

MEMORIALS

Under clause 3 of rule XXII, memorials were presented and referred as follows:

By the SPEAKER: Memorial of the Legislature of the State of Connecticut, memorializing the President and the Congress of the United States concerning the proposed veterans' hospital in West Haven, Conn.; to the Committee on Veterans' Affairs.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ANDERSON of California:

H.R. 5220. A bill for the relief of George Lutley Sclater-Booth; to the Committee on the Judiciary.

By Mr. ROONEY:

H.R. 5224. A bill for the relief of Mrs. Filomena Siano Sanfilippo; to the Committee on the Judiciary.

H.R. 5225. A bill for the relief of Andrea Rosasco; to the Committee on the Judiciary.

[Use the following form if only one bill is introduced:]

Under clause 1 of rule XXII, Mr. Lea introduced a bill (H. R. 15978) granting an increase of pension to John W. Bennett, which was referred to the Committee on Rules.

PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

1091. By Mr. ELSTON: Petition of Max F. Faass and 38 other residents of Cincinnati, Ohio, urging repeal of the 20-percent excise tax on toilet goods; to the Committee on Ways and Means.

1092. By Mr. RICH: Petition of E. B. McCuaig, Harter's Drugstore, Muncy, Pa., and other citizens of Muncy and vicinity, asking repeal of 20-percent excise tax on toilet goods; to the Committee on Ways and Means.

[If only one petition, use the following:]

Under clause 1 of rule XXII,

Votes in Senate and House Journals

Operators must observe the following forms. The figures which accompany the "yeas," "nays," etc., must be set on the same slug as those words.

House Journal

It was decided in the affirmative____________ [Rundown, 7½ ems, 7½-point]	Yeas_____	**110**
	Nays_____	**10**
	Answering present_	**2**
	[Rundown, 12 ems, 7½-point]	

It was decided in the negative______________ [Rundown, 7½ ems, 7½-point]	Yeas_____	**40**
	Nays_____	**100**
	[Rundown, 12 ems, 7½-point]	

When there appeared_ [Rundown, 7½ ems, 7½-point]	Yeas_____	**100**
	Nays_____	**40**
	Answering present_	**3**
	[Rundown, 12 ems, 7½-point]	

Senate Journal

It was determined in the negative___________ [Rundown, 7½ ems, 7½-point]	Yeas_____	**20**
	Nays_____	**40**
	[Rundown, 12 ems, 7½-point]	

It was determined in the affirmative_________ [Rundown, 7½ ems, 7½-point]	Yeas_____	**46**
	Nays_____	**14**
	[Rundown, 12 ems, 7½-point]	

SENATE JOURNAL INDEX

HISTORY OF BILLS AND INDEX

History of bills—Senate Journal

[Type, 7½ point on 9-point slug, 21 picas. No. *S.* or *H.R.* or *No.* in front of numbers. Allow for 5 figures on bills, 3 figures on resolutions. Indentions 4 ems; overruns 5 ems. Lowercase initial letter on action lines unless proper noun. Amendments are set in *italic* and must always follow brackets. Vessels in *italic*. Senate bills read *A bill;* House bills read *An act.* A joint resolution (if Senate). Joint resolution (if House) and same for concurrent and simple resolutions.]

		Page
2194.	A bill granting a pension to John D. Ball—(See bill H.R. 14063)	
4284.	A bill to correct the military record of Alfred Clark—	
	considered and postponed indefinitely	49
3220.	A bill authorizing the Secretary of the Interior to make investigations through the Bureau of Mines of lignite coals *and peat* to determine the practicability of their utilization as a fuel and in producing commercial products—	
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	(See H. Con. Res. 65)	
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	[vetoed]	
11283.	An Act [to amend and reenact sections 4, 11, 16, 19, and 22 of the act approved December 23, 1913, and known as the Federal Reserve Act, and] *to amend the ninth paragraph of section 16 of the Federal Reserve Act, as amended by the acts approved September 7, 1916, and June 21, 1917, and to amend* sections 5208 and 5209, Revised Statutes—	
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	House disagrees to Senate amendments and asks conference	302
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NOTE.—If same card occurs twice, set only one. Aline periods on right of bill number, using an en quad after the period.

Senate Journal Index

[Index is set 7½ point on 9-point slug, 21 picas; indentions 2, 3, and 4 ems; overruns 4 ems, except before and after 4-em indentions the overruns are 5 ems.]

On the first entry flush, all runovers are to be set 4 ems in—
☐☐Second entry to be set 2 ems in, all runovers to be 2 ems more—
☐☐☐Third entry to be set 3 ems in, runovers to be 1 em more.
☐☐☐*EXCEPT* when followed by another entry the runovers to be 2 ems more to avoid
☐☐☐☐☐conflict—
☐☐☐☐Fourth entry 4 ems in, runovers 1 em more.
☐☐☐☐☐Fifth entry 5 ems in, runovers 1 em more.
☐☐☐☐☐☐Sixth entry 6 ems in, runovers 1 em more; and so forth.

NOTE.—Beginning with the third entry and all following entries, the overs are 1 em more and changed to 2 ems to avoid conflict with a following entry.
—(See bills S. 431, S. 482, S. 901; H.R. 27, H.R. 35, H.R. 92, H.R. 901.)
"See" and "See also" are set roman. Senate bill entries precede House entries and are separated by a semicolon. Put in numerical sequence.

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Employees, overtime pay to certain, extending period for payment of—(See bills S. 2628; H.J. Res. 329, H.J. Res. 346; H.R. 6355, H.R. 7020.)
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HISTORY OF BILLS UNDER NAMES OF SENATORS INTRODUCING THEM

[This history of bills and resolutions is set in 7½ point on 9-point slug, 21 picas. Italic lines indented 4 ems, action lines 5 ems, lowercase initial letters unless first word is proper noun; overruns 6 ems. Months followed by date are spelled out, except in citations in parentheses or brackets. Vessels in italic.]

By SENATOR JOHNSON of Texas.

For the history of the omnibus bills referred to in this list, see pages 5, 6, and 7 of this volume.

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418. A bill granting an increase of pension to Benjamin G. Barber—	
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reported (see bill S. 5575).	
419. A bill granting an increase of pension to A. M. Barstow—	
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326. A resolution to authorize the printing of Senate Document No. 419, Workmen's Compensation Report—	
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Style of Senate omnibus bills

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HOUSE JOURNAL INDEX

HISTORY OF BILLS AND INDEX

History of bills in House Journal

[History of bills is set in 6½ point on 7½-point slug, 14 picas. Bill number lines flush; action line 1 em, overs 2 ems. Actions run in with em dash. Spell months followed by date, except in citations in parentheses or brackets. Vessels in italic.]

H.R. 6410—Authorizing the city of Boulder, Colo., to purchase certain public lands.
Mr. Hardy; Committee on Public Works, 211.—Reported with amendments (Rept. 254), 397.—Amended and passed House, 426.—Passed Senate, 453.—Examined and signed, 457.—Presented to the President, 462.—Approved [Public Law 9], 471.

H.R. 6411—Granting a pension to Katherine G. Manning.
Mr. Rogers of Texas; Committee on the Judiciary, 211.—Reported with amendment.

H.R. 6412—Granting an increase of pension to Thomas Shepard.
Mr. Jenison; Committee on the Judiciary, 211.

H. Res. 6—Concerning the right of John Doe to be sworn in as a Member of the 82d Congress.
Mrs. Rogers; agreed to, 7.—Committee appointed, 41.—Proceedings vacated to amendment stage, 164.—Amended and agreed to, 164.—Reported (Rept. 414), 532.

H. Res. 43—Amending the Rules of the House of Representatives.
Mr. Harvey; Committee on Rules, 63.

S. 696—To carry out the findings of the Court of Claims in the case of Frank S. Bowker.
Passed Senate, 386.—Referred to Committee on Rules, 386.

S. 715—For the relief of the Atlas Lumber Co., Babcock & Wilcox, and the C. H. Klein Brick Co., each of which companies furnished to Silas N. Opdahl, a failing Government contractor, certain building materials, in the State of South Dakota.
Passed Senate, 293.—Referred to Committee on Rules, 293.

S.J. Res. 100—Making Tuesday, September 16, 1919, a legal holiday in the District of Columbia.
Passed Senate, 428.—Amended and passed House, 430.—Passed Senate, 433.—Examined and signed, 435.—Approved, 459.

S.J. Res. 112—Continuing temporarily certain allowances to officers of the Navy and Marine Corps.
Passed Senate, 512.—Referred to Committee on Armed Services, 558.

S. Con. Res. 4—Authorizing the printing of extra copies of the hearings and report of the committee entitled "Brewing and Liquor Interests and German Propaganda and Bolshevik Propaganda."
Passed Senate, 244.—Referred to Committee on House Administration, 244.—Reported with amendment (H. Rept. 325), amended, and agreed to, 453.—Senate agrees to House amendments, 454.

House Journal Index

[Index is set in 6½ point on 7½-point slug, 14 picas. Cap lines flush; italic lines flush; overruns 1 em; when subentry follows flush lines, indent overruns 2 ems; indent each subentry 1 em; overruns 1 em more. Use colon only after subentry when two or more items follow. Use em dashes as shown in examples below. All items set in alphabetical order, first word capitalized. Months followed by date are spelled out, except in citations in parentheses or brackets. Vessels in italic. All flush cap lines, with only one entry, run in. All flush cap lines, with more than one entry, make a separate line. Abbreviate H. Res. 63, H. Con. Res. 43; S. Res. 21, S.J. Res. 53, etc. Do not repeat S. or H.R. when a number of bills are given. Example: S. 53, 77; H.R. 22, 43, 84.]

A

AARON, JACOB L., AND ANOTHER, relief (H.R. 4220).

ABBITT, WATKINS M. (*a Representative from Virginia*).
  Attended opening session, 4.
  Committee, elected to, 84.
  Conferee, appointed, 843.
  Excused as conferee, 870.
  Leave of absence, granted, 122, 775.
  Votes. *See* YEA-AND-NAY VOTES.
Bills and resolutions introduced by
  Agricultural commodities, multiple crop insurance on (H.R. 3825).
  Petersburg National Military Park, Va., add certain surplus land to (H.R. 4208).
Motions and propositions made by
  Called up:
    Conference report (Rept. 847), 570.
    Conference report (Rept. 1360), 972.
  Previous question ordered, conference report (Rept. 847), 570.

ARCHIVIST OF THE UNITED STATES.
- *Communications from, transmitting*
  - Franklin D. Roosevelt Library, ninth annual report, 292.
  - Freedom Train, for operation of (H. Res. 95).

B

BARDEN, GRAHAM A. (*a Representative from North Carolina*).
- Attended opening session, 3.
- Committee:
  - Appointed to, 103.
  - Elected, 85.
- Conferee, appointed, 916.
- Votes. *See* YEA-AND-NAY VOTES.
- *Motions and propositions made by*
  - Consideration of—
    - H.R. 1013, 6008.
    - H.J. Res. 226, 350.
  - Consider Senate amendments en bloc, 978, 997.
  - Demanded division on—
    - H.J. Res. 368, 1020.
    - H.R. 3734, 960.
  - Demanded separate vote, amendments to H.R. 3734, 270.
  - Demanded yea-and-nay vote on—
    - H.R. 3734, 277, 960.
    - H.J. Res. 339, 858.
  - Insist on disagreement to Senate amendments on—
    - H.R. 4046, 538.
    - H.J. Res. 230, 812.
  - Recede and concur, amendments to:
    - H.R. 4046, 537.
    - Conference report 1377, 979.
  - Sent to conference:
    - H.R. 3734, 494.
    - H.J. Res. 327, 768.
  - Submitted:
    - Conference report 584, 429.
    - Conference report 791, 532.
  - Suspend rules and pass, H.J. Res. 339, 844.
  - Withdraw motion, instruct conferees (H.R. 3734), 925.
- *Petitions and papers presented by*
  - Assembly Joint Resolution 9, certified copy, approved by Governor Pittman, 445–446.
  - Bonanza Airlines, assist, to obtain certificates of public convenience, 276.

BLACK MALLARD, transfer vessel to Louisiana (H.R. 5365).

C

CANOSA, RUPERTO VARELA, ET AL., relief (H.R. 5014).

CLAIMS.
- Alien enemies, pay, based on loss of or damage to property deposited by (H.R. 2540).
- Payment of:
  - Correction, military or naval records (H.R. 3581, 3739).
  - Destruction of property, activities of Army (S. 634).

COFFEY, ROBERT L., JR. (*a Representative from Pennsylvania*).
- Attended opening session, 4.
- Permission to address the House, 97.
- Votes. *See* YEA-AND-NAY VOTES.
- *Bills and resolutions introduced by*
  - Immigration Act of 1924, to amend, redefining nonquota immigrant (H.R. 3261).
  - Miners, allow an income-tax deduction, for work clothes, to certain (H.R. 3418).
- *Motion made by*
  - Point of no quorum, 382, 592.

COMMISSION ON ORGANIZATION OF EXECUTIVE BRANCH OF THE GOVERNMENT.
- Print copies, reports, submitted by (H. Con. Res. 40).
- *Communications from, transmitting*
  - Agricultural functions and organizations, study, 171, 244.
  - Budgeting and accounting in executive branch, report on, 174.
  - Commission of Fine Arts, establish, amend, relating to (No. 481), 238.

COMMITTEE ON ARMED SERVICES.
- Disabled emergency officers, retirement funds, extend time for filing valid application for (H.R. 1580).
- Expenses, investigations by (H. Res. 242).
- *Reports made by*
  - Air Engineering Development Center, establish (S. 1267, Rept. 1376).
  - Air warning, control installations, establish land based (H.R. 2546, Rept. 159).

COMMITTEE ON HOUSE ADMINISTRATION.
- Provide funds for (H. Res. 113).
- *Reports made by*
  - A Decade of American Foreign Policy, Basic Documents, 1941–49, print as a document (S. Con. Res. 60, Rept. 1456).
  - Amend the Constitution With Respect to Election of President and Vice President, print additional copies (H. Con. Res. 57, Rept. 836; S. Con. Res. 128, Rept. 1417).
  - Atomic Energy, Joint Committee, print 50,000 copies, Senate Report No. 1169 (H. Con. Res. 147, Rept. 1464).
  - Louisiana, transfer vessel *Black Mallard* to (H.R. 5365, Rept. 1045).
  - Secretary of the Interior:
    - Convey certain land:
      - Arizona (S. 76, Rept. 1403).
      - School District No. 5, Linn County, Oreg. (H.R. 6230, Rept. 1368).
    - Exchange Navaho Indian lands for Utah State land (H.R. 5390, Rept. 1197).

D

DISCHARGE PETITIONS.
  Motion to discharge House committees from consideration of legislation:
    No. 1. Filed April 5, 1949, by Mr. Willis, to discharge Committee on the District of Columbia of H.R. 857; to prohibit experiment upon living dogs in the District of Columbia. Mr. Willis.
    No. 2. Filed June 1, 1949, H. Res. 225; Labor-Management Relations Act of 1947, making H.R. 259 a special order for repeal of. Mr. Andrews.

E

EMBLEM DAY, designate June 20, 1949 (H.J. Res. 182; S.J. Res. 62).
EMERGENCY PRICE CONTROL ACT, 1942.
  Amend (H.R. 4150).
  Manufacturers of wearing apparel, refund, violation under (H.R. 806).

F

FARRAR, KATHRYN, increase pension (H.R. 10297; S. 452).
FEES CHARGED BY RECORDER OF DEEDS, District of Columbia (H.R. 1274).

G

GEORGETOWN BARGE, DOCK, ELEVATOR & RAILWAY CO., report, 70.
GRAY, EDWARD, SR., ET AL., adjudicate the claim of (H.R. 752).

H

HARTMAN, MRS. AURORA M., AND TWO DAUGHTERS, relief (S. 1376).

L

LAW NUMBERS.
  Private laws:
    33 (H.R. 592).
    34 (H.R. 745).
  Public laws:
    351 (H.R. 5007).
    352 (S. 2116).
  Private laws:
    122 (S. 647).
    123 (S. 676).
  Public laws:
    396 (H.R. 3793).
    397 (H.R. 4966).
LAW COURTS OF THE UNITED STATES. *See* SUPREME COURT OF THE UNITED STATES.
  Moreland against Schuetz: report of committee on contested-election case of (H. Rept. 1300), 2786.

N

NATIONALITY ACT OF 1940.
  Amend (H.R. 353, 1951, 3029, 3520), 101.
  Birth status, relative to, amend (H.R. 4434).

P

PROPERTY. *See* INDIANS, ETC.

Q

QUINN v. *UNITED STATES*, decision of the Supreme Court of the United States in case of, 5951.

R

ROLLCALLS BY NUMBER, SUBJECT, AND PAGE.
  1. Call by States. January 3, 1949, 3.
  2. Election of Speaker. January 3, 1949. Rayburn 255, Martin 160, 4.
  3. H. Res. 5. Resolution adopting the rules of the 80th Congress as the rules of the 81st Congress, with an amendment. On previous question. January 3, 1949. Yeas 275, nays 143, 6.

S

SPEAKER, *See also* RAYBURN, SAM.
  Elected, H. Res. 3, 5.
  Announced House decided to consider resolution (H. Res. 223), 455.
Memorials presented by
  Alabama:
    Farmers Day, designate, 920.
    Montgomery, establish flood-control project in vicinity of, 508.

Y

YEA-AND-NAY VOTES.
  Minimum wage:
    Rule for consideration:
      On committee amendment, 807.
      On passage, 807.
  Minnesota, Indian liquor laws, repeal certain, on suspension of rules and pass, 773.

NOTES

24. NOMINATIONS, REPORTS, DOCUMENTS, LAWS

GENERAL RULES

The rules governing document work apply to nominations and withdrawals except as here noted.

Matter is set in 10 point, double leaded by hand; later picked up solid for Executive Journal.

All nominations take current date, and the legislative day added when necessary. Post office nominations do not use legislative day. (Sample of each form is shown on following pages.)

In withdrawals, follow the date on copy and also the wording of the dateline.

Spell everything except year, day of month, section, page, paragraph numbers, and any serial number where the word *numbered* is used or implied.

Omit the words *I nominate* in all nominations, no matter how or where written in copy.

In single nominations (that is, where only one person is named) where the words *I nominate* begin a paragraph in copy, indent the paragraph 6½ ems. This applies to Air Force, Army, and Navy as well as civilian nominations. (See sample 1, p. 340.)

In Air Force, Army, and Navy nominations where only lists of names are given, set flush in half measure where there are four or more in a group. If less than four, set each name as a paragraph, full measure. No period after names. (See sample 2, p. 340.)

Where civilian nominations have more than one person named, each name is set as a separate nomination (except where otherwise prepared), following the form of postmasters; that is, each separate carries the same nomination number, with the black superior figure, and is set as a plain paragraph. Indent these 1 em only. (See sample 3, p. 341.) Those that are to be grouped (a number of names printed as one nomination) are nominations to or promotions in the Coast Guard, Coast and Geodetic Survey, Public Health Service, military service, naval service, and diplomatic and consular service (except where consul, minister, or ambassador is named to a specific country).

If nomination contains an explanatory note, enclose note in parentheses and place just before the blank dateline at bottom.

Note that the word *confirmed* is set in italic in the recommendation line. *Confirmed* is not used by Committee on the Judiciary. (See sample 4, p. 342.)

Reinstatement, *Reappointment*, or similar statement, if a sentence at the end of a nomination, is placed in parentheses. (See sample 3, p. 341.)

The President's signature indicates the end of a nomination, but is printed only in a withdrawal (see sample 5, p. 343), or in a withdrawal and nomination combined.

Capitalize the word *Arm* when synonymous with *Corps*, as Cavalry Arm, Infantry Arm, etc.

In post office nominations, if figures are used in connection with the bracketed figure at the left, bear off from the outside of the bracket. Use boldface figure, case 33. (See sample 3, p. 341.)

A nomination confirmed without reference to a committee is printed as a message only.

Style of messages and Executive Journal extracts is shown in samples 6 and 7, on pages 343 and 345, respectively.

Note the use of the words *I nominate* in paragraphs in the messages.

Treaties in Executive Calendar will be set 36½ picas wide; type, 8-point on 10-point slug.

Armed Services nominations printed as advance messages use the following forms:

Army or Air Force:

I nominate—

[Indent 6½ ems.] The following, etc.

Navy:

I nominate

The following, etc.

SAMPLE 1

379]

NOMINATION REFERENCE AND REPORT

[20 points]

IN EXECUTIVE SESSION,
SENATE OF THE UNITED STATES,
January 5, 1951.

Ordered, That the following nomination be referred to the Committee on Foreign Relations:

[20 points]

[Indent 6½ ems.] Louis H. Burns, Junior, of Louisiana, to be Foreign Service officer, class 5, vice Henry Mooney, resigned.

[30 points]

, 1951.

[20 points]

Reported by Mr. with the

[20 points]

recommendation that the nomination be *confirmed.*

[Do not use the word *confirmed* when nomination is referred to Judiciary Committee.]

SAMPLE 2

422]

NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,
SENATE OF THE UNITED STATES,
January 10, 1951.

Ordered, That the following nominations be referred to the Committee on Armed Services:

The following-named captains to be rear admirals in the Navy from the 3d day of June 1950:

Archibald H. Scales, Junior
Nathan C. Twining

Commander David E. Theleen to be a captain in the Navy from the 1st day of January 1951.

The following-named commanders to be captains in the Navy from the 3d day of June 1950:

Andrew T. Graham,	Arthur St. Clair Smith, and
William C. Asserson,	Clark H. Woodward

[30 points]

, 1951.

[20 points]

Reported by Mr. with the

[20 points]

recommendation that the nomination be *confirmed.*

[Follow copy in the use of word *and* between names. Put comma after each name—paragraph or half measure—if word *and* is used in copy.]

SAMPLE 3

481][1]

NOMINATION REFERENCE AND REPORT

In Executive Session,
Senate of the United States,
January 5, 1951.

Ordered, That the nomination of the following-named person to be postmaster be referred to the Committee on Post Office and Civil Service:

Flora A. Hastings, at Coachella, California. (Reappointment.)[1]

[30 points]

, 1951.

[20 points]

Reported by Mr. with the

[20 points]

recommendation that the nomination be *confirmed.*

[Do not use *legislative day* in post-office appointments.]

---

[1] [John Smith to be judge at Portland, Maine. (He is now serving in this office under an appointment which expires August 3, 1958.)]

SAMPLE 4

489]

NOMINATION REFERENCE AND REPORT

In Executive Session,
Senate of the United States,
January 7 (legislative day, January 3), 1951.

Ordered, That the following nominations be referred to the Committee on Armed Services:

[This paragraph to be used only when in copy:]

Under the provisions of an act of Congress approved June 4, 1920, the officers herein named for promotion in the Regular Army of the United States:

[Centerheads to be in italic except when followed by a subhead, in which case the first is set in small caps, followed by subhead in italic, as below:]

MEDICAL CORPS

To be captain

First Lieutenant Leland Elder Dashiell, Medical Corps, from July 3, 1950.

VETERINARY CORPS

To be first lieutenants

Second Lieutenant Harry Lawrence Watson, Veterinary Corps, from July 18, 1950.

Second Lieutenant Samuel Weir Clark, Veterinary Corps, from July 23, 1950.

[30 points]

, 1951.

[20 points]

Reported by Mr. with the

[20 points]

recommendation that the nominations be *confirmed*.

SAMPLE 5

WITHDRAWAL[1]

The following message from the President withdrawing nomination was ordered to lie on the table:

436] THE WHITE HOUSE, *January 15, 1951.*

To the Senate of the United States:

I withdraw the nomination of the following-named officer, which was submitted to the Senate on January 10, 1951:

Ordnance Department

Captain Arthur Grant Mack, Junior, Cavalry, with rank from October 19, 1950.

HARRY S. TRUMAN.

[If copy for this form shows reference to a committee, leave off the reference. If there is more than one withdrawal, make case 14 line and following paragraph read in the plural. The case 14 line and the paragraph go at beginning of first withdrawal only.]

SAMPLE 6

MESSAGES[2]

[Observe the forms of *I nominate.* The messages are made up from the Nomination Reference and Report forms and carry no display heading. A 3-inch "sink" is put at top of first page.

[In Armed Services advance messages, use the following form when in copy: Par. 1. I nominate Joseph Banks, etc.]

414] THE WHITE HOUSE, *January 8, 1951.*

To the Senate of the United States:

I nominate Robert W. McCuen, of Vergennes, Vermont, to be collector of internal revenue for the district of Vermont in place of James E. Kennedy.

HARRY S. TRUMAN.

To the Committee on Finance.

418] THE WHITE HOUSE, *January 8, 1951.*

To the Senate of the United States:

Under the provisions of an act of Congress approved June 4, 1950, I nominate the officers herein named for promotion in the Regular Army of the United States:

---

[1] When used in Executive Journal, reset in small caps roman.

[2] This heading does not appear in the completed print.

MEDICAL CORPS

To be captains

First Lieutenant Lewis Bradley Bibb, Medical Corps, from August 2, 1950.

First Lieutenant Charles William Henderson, Medical Corps, from August 2, 1950.

HARRY S. TRUMAN.

To the Committee on Armed Services.

422] THE WHITE HOUSE, *January 8, 1951.*

To the Senate of the United States:

I nominate—

The following-named captains to be rear admirals in the Navy from the 3d day of June 1950:

×Archibald H. Scales
Nathan C. Twining

The following-named lieutenants to be lieutenant commanders in the Navy from the 1st day of January 1950:

Fred T. Berry, John H. Everson, and
John C. Jennings, Robert E. Rogers.

HARRY S. TRUMAN.

To the Committee on Armed Services.

[Follow copy in the use of word *and* between names.]

417] THE WHITE HOUSE, *January 8, 1951.*

To the Senate of the United States:

I nominate the following-named persons to be postmasters:

Harry H. Hiener, at Superior, Arizona, in place of R. T. Jones. Incumbent's commission expired August 16, 1950.

John C. Neblett, at Elsinore, California, in place of Charles Collins, resigned.

HARRY S. TRUMAN.

To the Committee on Post Office and Civil Service.

SAMPLE 7

EXECUTIVE JOURNAL EXTRACTS

[This heading does not appear in the printed copies]

In the Navy

To be chaplain with rank of lieutenant (junior grade):

Francis L. Albert
Edgar W. Davis
Joseph B. Earnest, Jr.
James M. Hester
Walter L. Thompson
Razzie W. Truitt

[Note.—Two or more names may be doubled up in the Executive Journal.]

[In extracts of postmasters, use 3 leads above State, 1 lead under. When picked up for Journal, 2 leads above State and no leads under.]

SAMPLE 8

[Calendar is set in 8 on 10, 36½ picas, and with display headings. Note 8-point cast given below table]

EXECUTIVE CALENDAR

Friday, August 10, 1951

TREATIES

Date of report	Calendar No.	Treaty No.	Subject	Action of committee
1951 Aug. 6	7	Ex. F (81st Cong., 2d sess.).	The convention between the United States and Ireland, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on income.	Reported favorably with 2 reservations. (See Ex. Rept. No. 1, 82d Cong., 1st sess.)
6	8	Ex. K (81st Cong., 2d sess.).	The convention between the United States and Greece, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on the estates of deceased persons.	Reported favorably with a reservation. (See Ex. Rept. No. 1, 82d Cong., 1st sess.)
4	3	9.10	20	11½

[For the next executive session after Aug. 10, 1951]

NOMINATIONS

Date of report	Calendar No.	Message No.	Name of nominee	Office	Predecessor
			Foreign Service[1]		
1951 Aug. 7	617	229	Philip W. Bonsal, of the District of Columbia.	Foreign Service officer of class 5, a secretary in the diplomatic service, and a consul of the United States of America.	
			Department of Justice[1]		
7	618	387–1	Homer L. Ross, of Honolulu, T. H.	Circuit judge, 4th circuit, Territory of Hawaii.	Clement K. Quinn, term expired.
7	619	391–1	Thomas M. Reed, of Nome, Alaska.	U.S. district judge, 1st division, District of Alaska.	Robert W. Jennings, term expired.
			Public Health Service[1]		
7	631	398–1	Francis A. Carmelia	Passed assistant dental surgeon, effective Aug. 15, 1951.	
7	632	398–2	Lionel E. Hooper	Temporary surgeon, effective July 1, 1951.	
7	633	398–3	Ernest W. Scott	do	
			Postmasters[1]		
			ILLINOIS		
Sept. 8	641	377–14	Carl M. Crowder	Bethany	C. M. Davis, resigned.
8	642	M–347	Warren S. Bunker	Equality	H. L. B. Mason, deceased.
8	643	M–348	Paul W. Gibson	Louisville	Office became Presidential.
			In the Army[1]		
9	894	9	×Robert Charles Frase O38561.	Captain, Medical Service Corps.	
9	894	9	Norma Jean Fischer L194.	Captain, Women's Army Corps.	
9	894	9	×Jack Williamson McNamara O26990.	1st lieutenant	
			In the Navy[1]		
10	653	413	John A. Marsteller	Passed assistant surgeon.	
11	653	413	Thomas L. Carter	do	
4	3½	4	12.15	13	10½

Headings to be set in case 130 caps.

REPORTS, DOCUMENTS, AND LAWS

[In either Senate or House reports follow bill style in extracts from bills. Report numbers run consecutively from first to second session, etc.]

STYLE AND FORMAT OF CONGRESSIONAL REPORTS

There are set forth below certain rules which the Government Printing Office has been authorized to follow in the makeup of congressional numbered reports:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used. In matter set 13 picas, lines of 3 stars are used.
2. Contempt proceedings to be considered as excerpts.
3. The following are to be set in 10-point type, but not cut in:
   - (*a*) Letters which are readily identified as such by salutation and/or signature.
   - (*b*) Straight matter set in two columns.
   - (*c*) Appendixes and/or exhibits which have a heading readily identifying them as such; and
   - (*d*) Matter printed in compliance with the Ramseyer rule.
4. All leaderwork to be set in 8-point type.
5. All tabular work to be set in 6-point type.
6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts.
7. Any committee print having a report head indicated on original copy to be set in report type and style.
8. Committee prints not having a report head indicated on original copy to be set in the old report style.
9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used without resetting to make it conform to the new type and style.
10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, two leads are used above and below.
11. On reports of immigration cases, set memorandums full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.

Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) Cordon rule (last unless an appendix is used), (4) appendix (if any).

Minority views or additional views will begin a new page with 10-point cap heading.

[Sample of excerpt]

In *Palmer* v. *Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

> The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.

[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

> The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:
>
> "A trustee, receiver, or manager appointed in any cause pending in any court of the United States," etc.

[Sample of amendment]

On page 6, line 3, strike the words "and the service", strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

> and, notwithstanding any other provision of law, the service credit authorized by this clause shall not—
>
> (A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

[Sample of amendment]

The amendments are indicated in the bill as reported and are as follows:

On page 2, line 15, change the period to a colon and add the following:

> *Provided*, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after "operated" insert "free of tolls".

[Sample of amendment in the nature of a substitute]

The amendment is as follows:

Strike all after the enacting clause and insert the following:

That the second paragraph under the heading "National Park Service" in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: "The Secretary of the Interior shall hereafter report in detail all proposed awards of concession leases and contracts involving a gross annual business of $100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees."

[Sample of letter inserted in report]

The Department of Defense recommends enactment of the proposed legislation and the Bureau of the Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:

March 21, 1955.

Hon. Sam Rayburn,
Speaker of the House of Representatives,
Washington, D.C.

My Dear Mr. Speaker: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act of

* * * * * * *

Sincerely yours,

W. B. Franke,
Assistant Secretary of the Navy
(Financial Management).

[Sample of cut-in for purposes of breakdown ; no leads above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

(1) is retired for physical disability or placed upon the temporary disability retired list; or

(2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

Forrestal-class aircraft carriers	4
Destroyers	10
* * * * * * *	
Guided-missile submarine	1
Total	42

[Sample of sectional analysis]

SECTIONAL ANALYSIS

Section 1. Increase of 1 year in constructive service for promotion purposes

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in service.

* * * * * * *

Subsection 201(a) is in effect a restatement of the existing law

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through colonel in the medical

* * * * * * *

Section 2. Recognition of constructive service for pay longevity purposes—Additional annual cost, $9,577,000

Section 2 would provide additional language to the existing provisions of the Career Compensation Act relating to creditable service.

[Sample of double-column comparison (Ramseyer rule)]

CHANGES IN EXISTING LAW

In compliance with paragraph 3 of the Rules of the House of Representatives, there is herewith printed in parallel columns the text of provisions of existing law which would be repealed or amended by the various provisions of the law.

EXISTING LAW	THE BILL
Act of October 12, 1949 (63 Stat. 863)	
Sec. 517. (a) Section 11 of the Act of March 4, 1925, as amended by section 1(c) of the Act of June 29, 1946 (60 Stat. 343; 34 U.S.C. 701), is hereby further	That subsection 517(a) of the Act of October 12, 1949 (63 Stat. 833), is amended to read as follows: “(a) The band of the United

[Sample of amendment under Ramseyer rule]

CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XIII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman):

Export Control Act of 1949

* * * * * * *

TERMINATION DATE

Sec. 12. The authority granted herein shall terminate on June 30, [1956] *1959*, or upon any prior date which the Congress by concurrent resolution or the President may designate.

85th Congress *2d Session*	HOUSE OF REPRESENTATIVES [One 2-point lead above parallel rule]	Rept. 156 Part 2

[50 points]

PORTER BROS. & BIFFLE ET AL.[1]

[18 points]

[8 points]

February 18, 1958.—Committed to the Committee of the Whole House and
[2 points]
ordered to be printed [2]
[6 points]

[18 points]

Mr. Nichols, from the Committee on the Judiciary, submitted the
[2 points]
following
[14 points]

REPORT

[10 points]

[To accompany H.R. 6154]

[14 points]

The Committee on the Judiciary, to whom[3] was referred the bill (H.R. 6154) for the relief of Porter Bros. & Biffle et al., having considered the same, report favorably thereon with the recommendation that the bill do pass with certain amendments.[4]

The purpose of H.R. 6154 is to permit the parties named therein to enter suit in the U.S. District Court for the Eastern District of Oklahoma for damages due from the United States by reason of alleged neglect and wrongdoing of officials and inspectors of the U.S. Bureau of Animal Industry in dipping tick-infested cattle in Texas and Oklahoma.

STATEMENT OF FACTS

In 1919 several citizens of Oklahoma bought on the market at Fort Worth, Tex., cattle that had originated in quarantine areas. These cattle were dipped under the supervision of the U.S. Bureau of Animal Industry and were certified as being clean of fever and ticks. The cattle were shipped into Oklahoma and it was found that the fever ticks had not been killed.

---

[1] If title makes more than 3 lines in 10-point caps, set in 8-point caps; should the title be amended, make the heading correspond to the amended form.

[2] Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Superintendent of Composition.

[3] See footnote 3, p. 352.

[4] If the word "committee" is prepared in the singular form, follow.

Calendar No. 26[1]

85th Congress } SENATE { Report
2d Session } { No. 27

AGNES INGELS, DECEASED

August 9, 1958.—Filed under authority of the order of the Senate of August 8, 1958, and ordered to be printed

Mr. McCarran, from the Committee on the Judiciary, submitted the following

REPORT[2]

[To accompany S. 1300]

The Committee on the Judiciary, to which[3] was referred the bill (S. 1300) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, reports favorably thereon with an amendment and recommends that the bill do pass.[4]

In line 7, strike out the figures "$10,000" and insert in lieu thereof the figures "$5,000".[5]

EXPLANATION OF THE BILL

The facts in the case are fully set forth in Senate Report No. 715, 82d Congress, 2d session, which is appended hereto and made a part of this report.

[S. Rept. 715, 82d Cong., 2d sess.]

The Committee on the Judiciary, to which[3] was referred the bill (S. 4692) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, reports favorably thereon with the recommendation that the bill do pass with an amendment.

On line 7, page 1, strike out "$25,000" and insert in lieu thereof "$5,000".

As amended, your committee recommend that the bill do pass.

---

[1] Use this type and form only on Senate reports. There is only one calendar in the Senate.

[2] Should this line read "Adverse Report," do not letterspace the words.

[3] The Senate Committee on the Judiciary requires the use of "which"; for all other committees, use "whom."

[4] If the word "committee" is prepared in the singular form, follow.

[5] Follow copy literally as to use of punctuation marks inside or outside of quoted words or figures.

Calendar No. 295

85TH CONGRESS } SENATE { REPORT
2d Session } { No. 315

PROVIDING FOR THE ADMISSION OF ALASKA INTO THE UNION

MAY 8 (legislative day, MAY 2), 1958.—Ordered to be printed

Mr. O'MAHONEY, from the Committee on Interior and Insular Affairs, submitted the following

or

Mr. JOHNSON of Texas (for Mr. BYRD), from the Committee on, etc.

REPORT

together with

MINORITY VIEWS

[To accompany S. 50]

The Committee on Interior and Insular Affairs, to whom was referred the bill (S. 50) to provide for the admission of Alaska into the Union, having considered the same, report favorably thereon with amendments and with the recommendation that the bill as amended do pass.

PURPOSE OF THE BILL

The purpose of S. 50 is to enable the strategically situated and richly endowed Territory of Alaska to enter the Union as a State, on a free and equal basis with the present 48 States. The bill provides the legal and political means of achieving this purpose by—

85th Congress } HOUSE OF REPRESENTATIVES { Report
2d Session } { No. 2241

AMENDING SECTION 80 OF THE HAWAIIAN ORGANIC ACT

July 22, 1958.—Referred to the House Calendar and ordered to be printed

---

Mr. O'Brien of New York, from the Committee on Interior and Insular Affairs, submitted the following

REPORT

[To accompany H.R. 5865]

The Committee on Interior and Insular Affairs, to whom was referred the bill (H.R. 5865) to amend the Hawaiian Organic Act to permit the Territorial legislature to provide for the election of members of a certain board of trustees, having considered the same, report favorably thereon with amendments and recommend that the bill as amended do pass.

The amendments are as follows:

Strike all after the enacting clause and insert in lieu thereof the following language:

> That the first sentence of section 80 of the Hawaiian Organic Act, as amended (48 U.S.C., sec. 546), is amended further by inserting immediately following the words "boards of a public character that may be created by law" the words ", except for the board of trustees of the employees' retirement system".
>
> Sec. 2. Section 80 of the Hawaiian Organic Act, as amended (48 U.S.C., 546), is further amended by adding the following new paragraph immediately following the first paragraph thereof:
>
> "The manner of appointment of members of the board of trustees of the employees' retirement system shall be as provided for by section 6–61, Revised Laws of Hawaii, 1955."

Amend the title so as to read:

> A bill to amend section 80 of the Hawaiian Organic Act, and for other purposes.

The purpose of H.R. 5865, as amended, introduced by Delegate Burns, is to amend section 80 of the Hawaiian Organic Act (48 U.S.C., sec. 546) with reference to election of members of the board of trustees of the Territorial employees' retirement system.

No expenditure of Federal funds is involved in this legislation. H.R. 5865 has been amended in accordance with recommendations of the Secretary of the Interior.

The report of the Secretary of the Interior dated June 24, 1958, including a substitute bill which has been adopted by the committee, is as follows:

DEPARTMENT OF THE INTERIOR,
OFFICE OF THE SECRETARY,
Washington, D.C., June 24, 1958.

Hon. CLAIR ENGLE,
Chairman, Committee on Interior and Insular Affairs,
House of Representatives, Washington, D.C.

DEAR MR. ENGLE: This responds to your request for the views of this Department on H.R. 5865, a bill to amend the Hawaiian Organic Act to permit the Territorial legislature to provide for the election of members of a certain board of trustees.

* * * * * * *

The Bureau of the Budget has advised that while there is no objection to the submission of this report to your committee, it believes the principle expressed in this legislation is undesirable.

Sincerely yours,

ROGER ERNST,
Assistant Secretary of the Interior.

A BILL To amend section 80 of the Hawaiian Organic Act, and for other purposes

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the first sentence of section 80 of the Hawaiian Organic Act, as amended (48 U.S.C., sec. 546), is amended further by inserting immediately following the words "boards of a public character that may be created by law" the words ", except for the board of trustees of the employees' retirement system".

SEC. 2. Section 80 of the Hawaiian Organic Act, as amended (48 U.S.C., 546), is further amended by adding the following new paragraph immediately following the first paragraph thereof:

"The manner of appointment of members of the board of trustees of the employees' retirement system shall be as provided for by section 6-61, Revised Laws of Hawaii, 1955."

The Committee on Interior and Insular Affairs recommends enactment of H.R. 5865, as amended.

85th Congress } HOUSE OF REPRESENTATIVES { Document
2d Session } { No. 2255

RELIEF OF CERTAIN ALIENS

July 23, 1958.—Committed to the Committee of the Whole House and ordered to be printed

---

Mr. Hyde, from the Committee on the Judiciary, submitted the following

REPORT

[To accompany H.J. Res. 659]

The Committee on the Judiciary to whom was referred the joint resolution (H.J. Res. 659) for the relief of certain aliens, having considered the same, report favorably thereon without amendment and recommend that the joint resolution do pass.

PURPOSE OF THE JOINT RESOLUTION

The purpose of the joint resolution is to authorize the Attorney General to cancel deportation proceedings in the cases of 5 persons, etc.

GENERAL INFORMATION

The committee, desiring to lighten the burden of the Chief Executive and to shorten the time required for the consideration of private calendars on the floor of the House, has decided to include the names of several beneficiaries of pending bills in one joint resolution, after having considered each of the cases on their individual merits and having acquainted themselves with all the facts pertinent to each case.

Section 1 of the joint resolution provides for the cancellation of deportation proceedings in the cases of five persons who were the subjects of the following individual bills:

H.R. 2673, by Mr. Hosmer.
H.R. 2718, by Mr. Robsion of Kentucky.
H.R. 2958, by Mr. Miller of California.
H.R. 3173, by Mrs. Kelly of New York.
H.R. 4031, by Mr. Gubser.

Section 2 of the joint resolution would grant permanent residence in the United States to two persons, upon posting of bonds as surety that they will not become public charges, and upon payment of the required visa fees. No quota deductions have been included in this section, since one beneficiary is entitled to nonquota status and the other has already been charged to the appropriate quota. They were the subjects of the following bills:

H.R. 3881, by Mr. Buckley.
H.R. 7205, by Mr. Rabaut.

Section 3 of the joint resolution would grant permanent residence to one person. This section also provides for the posting of a bond, for the appropriate quota deduction, and for the payment of the required visa fee. The beneficiary was the subject of the following bill:

H.R. 7501, by Mr. Cramer.

The facts in each case are printed below in the order that the names of the beneficiaries appear in House Joint Resolution 659.

H.R. 2673, by Mr. Hosmer—Mrs. Persfoni Angelo Pritsos

The beneficiary is a 75-year-old widow who is a native of Turkey and a citizen of Canada. She was admitted to the United States as a visitor in 1954 and resides with and is supported by her son, a lawfully resident alien. * * *

The pertinent facts in this case are contained in a letter from the Commissioner of Immigration and Naturalization, dated April 17, 1957, to the chairman of the Committee on the Judiciary. That letter and accompanying memorandum read as follows:

DEPARTMENT OF JUSTICE,
IMMIGRATION AND NATURALIZATION SERVICE,
Washington, D.C., April 17, 1957.

Hon. EMANUEL CELLER,
Chairman, Committee on the Judiciary,
House of Representatives, Washington, D.C.

DEAR MR. CHAIRMAN: In response to your request for a report relative to the bill (H.R. 2673) for the relief of Mrs. Persfoni Pritsos, there is attached a memorandum of information concerning the beneficiary.

The beneficiary is chargeable to the quota for Turkey.

Sincerely,

J. M. SWING, *Commissioner.*

MEMORANDUM[1] OF INFORMATION FROM IMMIGRATION AND NATURALIZATION SERVICE FILES RE MRS. PERSFONI PRITSOS, BENEFICIARY OF H.R. 2673

Mrs. Persfoni Angelo Pritsos, nee Angelo, a widow, who is a native of Turkey and a naturalized citizen of Canada,

* * * * *

Mr. Hosmer appeared before a subcommittee of the Committee on the Judiciary and testified in support of his bill, as follows:

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[1] Memorandum is set full measure when not followed by committee language.

85th Congress } HOUSE OF REPRESENTATIVES { Executive
2d Session } { N

CONVENTION WITH SWITZERLAND REGARDING THE AVOIDANCE OF DOUBLE TAXATION ON INCOME

MESSAGE

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

THE CONVENTION BETWEEN THE UNITED STATES OF AMERICA AND SWITZERLAND, SIGNED AT WASHINGTON ON MAY 26, 1958, FOR THE AVOIDANCE OF DOUBLE TAXATION WITH RESPECT TO TAXES ON INCOME

June 16, 1958.—The convention was read the first time and the injunction of secrecy was removed therefrom and, together with all accompanying papers, was referred to the Committee on Foreign Relations and ordered to be printed for the use of the Senate

---

The White House, *June 14, 1958.*

To the Senate of the United States:

With a view to receiving the advice and consent of the Senate to ratification, I transmit herewith the convention between the United States of America and Switzerland, signed at Washington on May 26, 1958, for the avoidance of double taxation with respect to taxes on income.

85th Congress } SENATE { Executive Rept.
2d Session } { No. 6

TREATY OF FRIENDSHIP, COMMERCE, AND NAVIGATION WITH THE ITALIAN REPUBLIC

Monday, May 26, 1958.[1]—Ordered to be printed

Mr. Thomas of Utah, from the Committee on Foreign Relations, submitted the following

REPORT

[To accompany Ex. E, 85th Cong., 2d sess.]

The Committee on Foreign Relations, having had under consideration Executive E, 85th Congress, 2d session, a treaty, etc.

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[1] Do not use *legislative day* even though there is one at date of printing.

85th Congress } HOUSE OF REPRESENTATIVES { Report
2d Session } { No. 1667

LEGISLATIVE APPROPRIATION BILL, 1951

June 18, 1958.—Ordered to be printed

Mr. Cannon of Missouri, from the committee of conference, submitted the following

CONFERENCE REPORT[1]

[To accompany H.R. 11267]

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1959, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 49, 51, 62½, 65, 67, 71, 75, 77, 78, 79, 80, 94, 96, 97, 98, 99, 100, 102, and 132.

That the House recede from its disagreement to the amendments of the Senate numbered 48, 50, and 60, and agree to the same.

[2 leads]

Amendment numbered 60:

[1 lead]

That the House recede from its disagreement to the amendment of the Senate numbered 60, and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment insert the following:

Sec. 210. The provisions of all Acts heretofore enacted inconsistent with sections 207, 208, and 209 are, to the extent of such inconsistency, hereby repealed, and such sections shall take effect on July 1, 1959.[2]

And the Senate agree to the same.

Amendment numbered 150:

That the House recede from its disagreement to the amendment of the Senate numbered 150, and agree to the same with an amendment as follows:

---

[1] See also p. 308 for style of conference report in Congressional Record, and p. 362 for style of conference report printed as a Senate document.

[2] "Fol. lit." on amendments.

In lieu of the matter proposed to be stricken out by the Senate amendment insert a comma and the following: *and all officers and employees of the division and commission not indispensable to the service shall be dismissed*;[3] and the Senate agree to the same.

The committee of conference have not agreed on amendment numbered 46.

William H. Bates,
By L. M.
George H. Bender,
Leroy Johnson,
Managers on the Part of the House.[4]
Harry F. Byrd,
Walter F. George,
Edward J. Thye,
Managers on the Part of the Senate.

STATEMENT OF THE MANAGERS ON THE PART OF THE HOUSE[5]

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1959, and for other purposes, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

Amendment No. 46: On this amendment, embracing title I of part 2 of the bill, relating to furloughs, permanent and temporary salary reductions, etc., the committee of conference have reached no agreement.

Amendments Nos. 165, 166, and 167: These amendments make changes in section and title numbers. The House recedes.

Amendment No. 168: This amendment makes the provisions of part 2 of the legislative appropriation act applicable to the appropriations available for the fiscal year 1959, whether contained in the legislative appropriation act or in acts prior or subsequent to the date of the approval of such act. The House recedes.

H. B. Scudder (except
as to amendment No. 19),
John F. Kennedy,
Harry R. Sheppard,
Managers on the Part of the House.

---

[3] Note use of roman semicolon.

[4] Names of House Members print first in a conference report printed as a House report.

[5] Statement of managers begins new page.

[Conference reports in Senate are printed as Senate documents. Note the following form:]

85TH CONGRESS } SENATE { DOCUMENT
2d Session } { No. 79

AGRICULTURE APPROPRIATION BILL, 1944

Mr. RUSSELL,[1] from the committee of conference, submitted[2] the following

CONFERENCE REPORT ON THE BILL (H.R. 7912) MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR THE FISCAL YEAR ENDING JUNE 30, 1959

APRIL 5 (legislative day, APRIL 4), 1958.—Ordered to be printed

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 7912) making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1959, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 41 and 45.

That the House recede from its disagreement to the amendments of the Senate numbered 2, 3, 4, and 5, and agree to the same.

Amendment numbered 1:

That the House recede from its disagreement to the amendment of the Senate numbered 1, and agree to the same as follows:

Restore the matter stricken out by said amendment, amended to read as follows:

Public Resolution Numbered 9, Fifty-eighth Congress, first session, approved March 14, 1904 (U.S.C., title 44, sec. 290), is hereby amended by striking out all after the resolving clause and inserting in lieu thereof the following:

And the Senate agree to the same.

R. B. RUSSELL, Jr.,
CARL HAYDEN,
JOHN G. TOWNSEND, Jr.,
Managers on the Part of the Senate.
J. P. BUCHANAN,
JOHN TABER,
Managers on the Part of the House.

---

[1] Names of Senate Members print first in a conference report printed as a Senate document.

[2] The above form (using *presented* instead of *submitted*) will be followed in Senate documents other than conference reports when no title page is called for.

85TH CONGRESS
2d Session
HOUSE OF REPRESENTATIVES
DOCUMENT
No. 276

MERRIMACK RIVER, MASS.

LETTER

FROM

THE SECRETARY OF THE ARMY

TRANSMITTING

PURSUANT TO LAW, A REPORT FROM THE CHIEF OF ENGINEERS COVERING NAVIGATION, FLOOD CONTROL, POWER DEVELOPMENT, AND IRRIGATION ON THE MERRIMACK RIVER, MASS.

MARCH 17, 1958.—Referred to the Committee on Public Works and ordered to be printed, with 15 illustrations

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LETTER OF TRANSMITTAL

DEPARTMENT OF THE ARMY,
Washington, March 17, 1958.

The SPEAKER OF THE HOUSE OF REPRESENTATIVES.

DEAR MR. SPEAKER: I am transmitting herewith a report dated March 15, 1958, from the Chief of Engineers, etc.

Sincerely yours,

FRANK PACE, Jr.,
Secretary of the Army.

DEPARTMENT OF THE ARMY,
OFFICE OF THE CHIEF OF ENGINEERS,
Washington, March 15, 1958.

Subject: Report on Merrimack River, Mass.
To: The Secretary of the Army.

1. I submit for transmission to Congress my report, with accompanying papers and illustrations, on the Merrimack River, Mass., made, etc.

EUGENE REYBOLD,
Major General, Chief of Engineers.

85th Congress *2d Session*	SENATE	Document No. 2

WILLIAM W. DANENHOWER, JR.

LETTER FROM THE ASSISTANT CLERK OF THE COURT OF CLAIMS, TRANSMITTING A COPY OF THE FINDINGS OF THE COURT IN THE CASE OF ESTATE OF WILLIAM W. DANENHOWER, JR., AGAINST THE UNITED STATES

April 14, 1958.—Referred to the Committee on the Judiciary and ordered to be printed[1]

Court of Claims, Clerk's Office,
Washington, April 11, 1958.

The Honorable the President of the Senate.

Sir: Pursuant to the order of the court, I transmit herewith a certified copy of the findings of fact and conclusion filed by, etc.

I am, very respectfully, yours,

John W. Taylor,
Assistant Clerk, Court of Claims.

[Court of Claims of the United States. No. 17319, Congressional. *William W. Danenhower, Jr.* v. *The United States*]

STATEMENT

This is a claim for damages to business property belonging to claimant arising out of the changes in the grades of certain avenues in Washington City, D.C., and the relocation of its tracks by a railroad company under an act of Congress.

The bill reads:

"That the Secretary of the Treasury is hereby authorized and directed to pay to, etc., in pursuance to the Act of Congress approved February 12, 1901 (31 Stat. L., p. 774), and Acts supplemental thereto."

FINDINGS OF FACT

I. The actual damages caused by depreciation in value of claimant's property in the fall of 1903, due to changes in the grades of New Jersey and Virginia Avenues, etc.

CONCLUSION

The court, as a conclusion, states that the foregoing findings of fact show the nature and character of the demand. Whether the same shall be paid rests in the discretion of Congress.

Filed March 28, 1952.

A true copy.

Testified to this April 11, 1952.

[SEAL]

John W. Taylor,
Assistant Clerk, Court of Claims.

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[1] Must be set as written. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Superintendent of Composition.

[Court of Claims. French spoliations. Act of Jan. 20, 1885; 23 Stat. L. 283. Ship *Glasgow*. M. Alcorn, master]

No. of case	Claimant
1806.	Horace E. Hayden, administrator de bonis non of the estate of David H. Conyngham, surviving partner of the firm of Conyngham, etc.

On May 29, 1932, the United States Senate, by resolution, referred to the court under the act of March 3, 1887, a bill in the following words:

"[S. 2951, 72d Cong., 2d sess.]

"A BILL For the relief of the State of Oregon

"*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That the sum," etc.

Thereafter the claim was presented to the 50th and subsequent Congresses, and was transmitted to the court by resolution of the United States Senate, etc.

By the Court.

Dated October 12, 1944.

85th Congress *2d Session*	HOUSE OF REPRESENTATIVES	Document No. 323

DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE PAYMENT OF CLAIMS, DEPARTMENT OF THE NAVY

COMMUNICATION

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

TWO DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE DEPARTMENT OF THE NAVY FOR THE FISCAL YEARS 1958 AND 1959, FOR THE PAYMENT OF CLAIMS SETTLEMENTS REPORTED BY THE GENERAL ACCOUNTING OFFICE AS CHARGEABLE TO APPROPRIATIONS WHICH ARE EXHAUSTED, TOGETHER WITH TWO PROVISIONS AFFECTING EXISTING APPROPRIATIONS FOR THE FISCAL YEAR 1958

May 13, 1958.—Referred to the Committee on Appropriations and ordered to be printed

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The White House,
Washington, May 12, 1958.

The Speaker of the House of Representatives.

Sir: I have the honor to transmit herewith for the consideration of Congress two deficiency estimates of appropriations for the Department of the Navy for the fiscal years 1958 and 1959, amounting in all to $1,543.11, for the payment of claims settlements reported by the General Accounting Office as chargeable to appropriations which are exhausted, together with two provisions affecting existing appropriations for the fiscal year 1958.

The details of these estimates, and the provisions affecting existing appropriations, the necessity therefor, and the reasons for their transmission at this time are set forth in the letter of the Director of the Bureau of the Budget, transmitted herewith, with whose comments and observations thereon I concur.

Respectfully,

Harry S. Truman.

VETO MESSAGE

82D CONGRESS } HOUSE OF REPRESENTATIVES { DOCUMENT
1st Session } { No. 217

GEORGE H. WHIKE CONSTRUCTION CO.

MESSAGE

FROM

THE PRESIDENT OF THE UNITED STATES

RETURNING

WITHOUT APPROVAL THE BILL (H. R.[1] 3002) FOR THE RELIEF OF GEORGE H. WHIKE CONSTRUCTION CO.

AUGUST 6, 1951.—Referred to the Committee on the Judiciary and ordered to be printed

---

To the House of Representatives:[2]

I return herewith, without my approval, H. R. 3002, for the relief of George H. Whike Construction Co.

The bill proposes an appropriation of $14,483.45 in payment of a claim asserted by the George H. Whike Construction Co. against the United States for losses in performing a construction contract between the claimant and the Federal Public Housing Authority. The contractor maintains that these losses resulted from the operation of Executive Order 9301. This order, changing the workweek from 40 hours to 48 hours, was issued at or about the time the contract in question was let. The order was made effective in Canton, Ohio, where the contract was being performed, some months after the work was started.

The legislative history of this case reveals a number of disputed issues of fact as well as involved questions of law. It seems to me that these issues and questions can best be resolved by the courts. This is the course which generally has been taken by other contractors who, like the present company, claimed losses in the performance of Government contracts because of the impact of Executive Order

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[1] If "S." appears in copy, because corresponding Senate bill is used, follow.

[2] In House bills in the Senate, the salutation "*To the Senate:*" is used.

9301 and directives of the War Manpower Commission issued thereunder. If this case is tried in the courts, as I believe it should be, not only will there be the assurance that comes with judicial review, but the criticism will be avoided that this claimant has been given more favorable treatment than that accorded other contractors who were adversely affected by the longer workweek.

While I have felt obliged for these reasons to withhold my approval of H.R. 3002, I would be willing to approve a measure authorizing the Court of Claims to adjudicate the suit of this claimant.

HARRY S. TRUMAN.

THE WHITE HOUSE, *August 6, 1951.*

H.R. 3002[3]

EIGHTY-SECOND CONGRESS OF THE UNITED STATES OF AMERICA, AT THE FIRST SESSION, BEGUN AND HELD AT THE CITY OF WASHINGTON ON WEDNESDAY, THE THIRD DAY OF JANUARY, ONE THOUSAND NINE HUNDRED AND FIFTY-ONE

AN ACT For the relief of George H. Whike Construction Company.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury be, and he is hereby, authorized and directed to pay, out of any money in the Treasury not otherwise appropriated, the sum of $14,483.45, to George H. Whike Construction Company, of Canton, Ohio, in full settlement of all claims against the United States for losses sustained on Jackson Park homes project contract numbered OH 33037, Canton, Ohio, as the result of Executive Order 9301 which changed the workweek from forty hours to forty-eight hours on same date (February 11, 1943) that such contract was signed: *Provided,* That no part of the amount appropriated in this Act in excess of 10 per centum thereof shall be paid or delivered to or received by any agent or attorney on account of services rendered in connection with this claim, and the same shall be unlawful, any contract to the contrary notwithstanding. Any person violating the provisions of this Act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not exceeding $1,000.

SAM RAYBURN,
Speaker of the House of Representatives.
ALBEN W. BARKLEY,
Vice President of the United States and
President of the Senate.

[Endorsement on back of bill:]

I certify that this Act originated in the House of Representatives.

RALPH R. ROBERTS, *Clerk.*

---

[3] Bill style.

80TH CONGRESS } HOUSE OF REPRESENTATIVES { DOCUMENT
2d Session } { No. 734

URGENT NEEDS OF THE AMERICAN PEOPLE

ADDRESS

OF

THE PRESIDENT OF THE UNITED STATES

DELIVERED

BEFORE A JOINT SESSION OF THE SENATE AND THE HOUSE OF REPRESENTATIVES, RECOMMENDING LEGISLATION TO CHECK INFLATION AND THE RISING COST OF LIVING AND TO MEET THE ACUTE HOUSING SHORTAGE

JULY 27, 1948.—Referred to the Committee of the Whole House on the State of the Union and ordered to be printed

MR. PRESIDENT, MR. SPEAKER, MEMBERS OF THE 80TH CONGRESS:

The urgent needs of the American people require our presence here today.

Our people demand legislative action by their Government to do two things: First, to check inflation and the rising cost of living and, second, to help in meeting the acute housing shortage.

SAMPLES OF ESTIMATES IN TABULAR FORM

BUREAU OF NAVIGATION

Transportation and recruiting, Bureau of Navigation, 1944........... $246.06

This estimate of appropriation is to provide for payment of claims approved by the General Accounting Office, as per certificates of settlement Nos. 0255663, 0257111, 0264632, 0272207, and T–73602.

Deficiency estimates of appropriations required for the service of the fiscal years ending June 30, 1950 and 1951, by the Department of the Navy

Detailed objects of expenditure	Total amount to be appropriated under each head of appropriation	Amount appropriated for the fiscal year for which the appropriation is requested
BUREAU OF NAVIGATION		
Transportation and recruiting, Bureau of Navigation: For travel allowance, etc., including the same objects specified under this head in the Naval Appropriation Act for the fiscal year 1951 (act July 1, 1922, vol. 42, p. 790)....	$246.06	$4,151,775.00
BUREAU OF SUPPLIES AND ACCOUNTS		
Maintenance, Bureau of Supplies and Accounts: For fuel; the removal and transportation of ashes and garbage from ships of war; books, blanks, stationery, etc., including the same objects specified under this head in the act making appropriations for the Department of the Navy and the naval service for the fiscal year 1951 (acts May 21, 1926, vol. 44, p. 604; Mar. 25, 1930, vol. 46, p. 111; July 3, 1930, vol. 46, pp. 851, 883; Mar. 4, 1932, vol. 46, p. 1576)........	1,297.05	9,536,888.35
Total, Department of the Navy........	1,543.11	....

DEPARTMENT OF STATE

AMERICAN SECTIONS, INTERNATIONAL COMMISSIONS

Budget page	Heading	Original estimate	Change to—	Increase
770	American sections, international commissions...... (Delete first paragraph under this heading and insert in lieu thereof the following:) For expenses necessary to enable the President to perform the obligations of the United States pursuant to conventions between the United States and Canada signed May 26, 1930 (50 Stat. 1355), and January 29, 1937 (50 Stat. 1351), [and] treaties between the United States and Great Britain, in respect to Canada, signed January 11, 1909 (36 Stat. 2448), and February 24, 1925 (44 Stat. 2102), *the treaty between the United States and Canada signed February 27, 1950, and convention between the United States and Costa Rica signed May 31, 1949,* including [personal services in the District of Columbia;] stenographic reporting services by contract; [printing and binding;] hire of passenger motor vehicles.	$870,000	$990,000	$120,000

DRAFT OF A PROPOSED PROVISION PERTAINING TO THE APPROPRIATION "PAY, SUBSISTENCE, AND TRANSPORTATION, NAVY," FISCAL YEAR 1944

The appropriation "Pay, subsistence, and transportation, Navy," fiscal year 1944, is hereby made available for payment to James P. Sloan gratuity in the amount of $324, on account of the death of his son, Andrew Jarvis Sloan, who was killed in line of duty on board the U.S.S. *Mississippi* on June 12, 1927, as authorized by the act approved June 11, 1930 (46 Stat. pt. 2, p. 253).

SAMPLE OF STYLE FOR LAWS

Public Law 85-879
85th Congress, H.R. 7544
September 2, 1958

AN ACT

72 Stat. 1702.

To amend the Act entitled "An Act to recognize the high public service rendered by Major Walter Reed and those associated with him in the discovery of the cause and means of transmission of yellow fever", approved February 28, 1929, by including therein the name of Roger P. Ames.

Walter Reed
Associates.
Roger P. Ames.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act entitled "An Act to recognize the high public service rendered by Major Walter Reed and those associated with him in the discovery of the cause and means of transmission of yellow fever", approved February 28, 1929 (45 Stat. 1409), is amended by inserting after "Aristides Agramonte," the first time it appears in such Act the following: "Roger P. Ames,".

Approved September 2, 1958.

SAMPLE OF PROCLAMATION DATE

[The following paragraph shows the manner of dating proclamations and other Executive documents. Note capitalization and punctuation.]

Done at the city of Washington this 12th day of September, in the year of our Lord nineteen hundred and fifty-one, and of the independence of the United States of America the one hundred and seventy-sixth.

SAMPLE OF PAGE 1 IN HEARINGS

INVESTIGATION OF UN-AMERICAN PROPAGANDA ACTIVITIES IN THE UNITED STATES

MONDAY, NOVEMBER 29, 1943

House of Representatives,
Subcommittee of the Special Committee
To Investigate Un-American Activities,
Washington, D.C.

The subcommittee met at 10:30 a.m., Hon. John M. Costello (chairman) presiding.

Present: Hon. Herman P. Eberharter, Pennsylvania; Hon. Karl E. Mundt, South Dakota; Robert E. Stripling, chief investigator.

SECOND SUPPLEMENTAL APPROPRIATION BILL FOR 1951[1]

SUBCOMMITTEE ON LABOR-FEDERAL SECURITY APPROPRIATIONS

JOHN E. FOGARTY, Rhode Island, *Chairman*

E. H. HEDRICK, West Virginia	**FRANK B. KEEFE**, Wisconsin
CHRISTOPHER C. McGRATH, New York	**ERRETT P. SCRIVNER**, Kansas
	H. CARL ANDERSEN, Minnesota

TUESDAY, DECEMBER 5, 1950.

FEDERAL SECURITY AGENCY

PUBLIC HEALTH SERVICE

WITNESSES

DR. LEONARD SCHEELE, SURGEON GENERAL

DR. NORMAN TOPPING, ASSOCIATE DIRECTOR, NATIONAL INSTITUTES OF HEALTH

PROGRAMS OF RESEARCH CONTEMPLATED AND NEEDED UNDER PUBLIC LAW 692

Mr. FOGARTY. The committee will come to order. The committee has before it this afternoon Dr. Scheele, of the Public Health Service, and some of his assistants.

TREASURY AND POST OFFICE DEPARTMENTS APPROPRIATIONS, 1951

WEDNESDAY, JANUARY 25, 1950

U.S. SENATE,
SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS,
Washington, D.C.

The subcommittee met at 2:30 p.m., pursuant to call, in the Senate Appropriations Committee room, the Capitol, Hon. Burnet R. Maybank (chairman of the subcommittee) presiding.

Present: Senators Maybank, Hayden, McClellan, McKellar, Robertson, Cordon, and Saltonstall.

TREASURY DEPARTMENT

STATEMENT OF HON. JOHN W. SNYDER, SECRETARY OF THE TREASURY, ACCOMPANIED BY EDWARD F. BARTELT, FISCAL ASSISTANT SECRETARY OF THE TREASURY

DISCUSSION OF PROCEDURE IN HEARING

Senator MAYBANK. The committee will come to order, please.

Mr. Secretary, will you proceed? Would you prefer to read your statement?

---

[1] This style for House appropriation hearings only.

SAMPLE OF TITLE PAGE—HEARING

[Follow this series of type]

[Cheltenham Bold

HEARING[1] [Case 125

BEFORE ______ [6-pt. caps

SUBCOMMITTEE OF THE [Case 90
COMMITTEE ON ______________ [Case 91
UNITED STATES SENATE [Case 91

EIGHTY-FIFTH CONGRESS [10-pt. caps
SECOND SESSION [8-pt. caps

ON [6-pt. caps

S. 0000 [Case 225

A BILL (give full title) [8-pt. caps

________________ [8-pt. caps

Printed for the use of the Committee on ______________

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1958

[Personnel of committee to appear on back of title]

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[1] Same style for House of Representatives, except appropriation bills, sample of which is on p. 374.

SAMPLE OF TITLE PAGE—HEARING

[Follow this series of type]

INTERIOR DEPARTMENT APPROPRIATION BILL FOR 1959

HEARINGS

BEFORE A

SUBCOMMITTEE OF THE
COMMITTEE ON APPROPRIATIONS
UNITED STATES SENATE

EIGHTY-FIFTH CONGRESS
SECOND SESSION

ON

H.R. 9621, H.R. 9622, H.R. 9623, H.R. 9624
H.R. 9625, H.R. 7685

BILLS MAKING APPROPRIATIONS FOR THE DEPARTMENT
OF THE INTERIOR FOR THE FISCAL YEAR ENDING
JUNE 30, 1959, AND FOR OTHER PURPOSES

Printed for the use of the Committee on Appropriations

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1958

25. FOREIGN LANGUAGES

[Revised for this edition by committee consisting of GEORGE L. TRAGER, Director of Linguistic Research, Foreign Service Institute, Department of State, chairman; JOHN G. MUTZIGER, Chief of Linguistics Section, U. S. Board on Geographic Names; and HENRY L. SMITH, Jr., Director of School of Languages and Linguistics, Foreign Service Institute, Department of State]

PURPOSE AND PLAN

The purpose of this section of the STYLE MANUAL is to provide a guide to the typography of the more important languages handled in this Office.

It has been designed to answer the needs of two categories of users:

1. Those who have very little or no knowledge at all of a language but seek to become more competent in following copy and syllabifying with at least a passing degree of accuracy; and
2. Those who have an academic knowledge of a language but lack the practical information belonging to the special field of typography, complete guidance to which is procurable only from advanced and foreign works.

To answer the needs of the former, there is presented first a sample of the language as it looks in print, followed by an adequate display of the alphabet and a helpful paragraph on special characters. This will be found fully adequate, for all practical purposes, to enable printers to follow copy competently, even though with but literal accuracy.

There is also included a brief discussion of pronunciation, so far as this can be described without special technical phonetic data, as a basis for the rules for syllabifying words in printing.

The rules for syllabifying follow, and these were formulated so that with the aid of the first four rules, which require no further knowledge of the language, a printer can syllabify with at least an 80-percent accuracy. The application of the remaining rules may require a further knowledge of the language, but these are intended essentially for the second category of users.

To answer the needs of this category fully, the rules for syllabifying are presented with utmost comprehensiveness, so that they cover all possible problems that may be encountered; and subjoined is also a selected list of illustrative word divisions, which may be used either for further study or reference. Other useful data on typography and bibliography are also included.

Dictionaries of languages other than English rarely show syllable division. This is due in part to the fact that many spelling systems are less complex than that of English, and therefore make it easier to divide words in writing according to the spoken syllable divisions. The rules stated in the following sections are intended to be summaries of the procedures actually followed by printers native to the languages.

DANISH

Efterhaanden har de fleste officielle myndigheder faact overladt tjenestevogne, oftest endda med chauffør og ikke sjældent uden at en vogn rent umiddelbart synes nødvendig for vedkommende myndigheds personer. Hvorfor har Kongens foged ikke faact udleveret tjenestevogn endnu?—Politiken, København. den 17 august 1951.

Alphabet and pronunciation

A	a	long: *a* in man; short: *a* in hat, and before or after *r* like *a* in father, but shorter
B	b	*b*
C	c	*s* in so before *e, i, y, æ;* before *a, o, u,* or consonant, like *k,* and now generally written *k; ch* like *sh,* or rarely like *k;* now generally written *k;* sometimes as though written *tj;* combination *ci* before vowel, like *sh;* letter *c* occurs only in foreign words
D	d	*d* at beginning of words; between vowel and unstressed *e,* between vowel and *j, l, m, n,* or *r,* and in final position, like *th* in father; silent before *s* or *t,* as well as in combination *nd* and *ld* in final position and before unstressed *e;* often silent after *r* and at end of words
E	e	long: like *a* in care; short, stressed: like *e* in met; often like *e* in met, but tending toward *i* in pit; before *r,* like *a* in hat; before *g* or *j,* usually like *a* in hat; in word *de,* like *ee* in meet, but shorter; in unstressed syllables, like *a* in sofa; generally silent before *n*
F	f	*f*
G	g	*g* in go initially and before *t;* between vowel (or sometimes consonant) and unstressed *e,* at end of word, and between vowel and consonant other than *t,* it has sound which may be made by trying to pronounce *g* in go without making contact between tongue and roof of mouth
H	h	*h;* silent before *j* or *v*
I	i	long: *ee* in meet; short: *ee* in meet, but shorter; often like *e* in met, but tending toward *i* in bit
J	j	*y* in yes; silent (and now generally no longer written) after *g* or *k* followed by front vowel; in French words, like *sh*
K	k	*k*
L	l	*ll* in million
M	m	*m*
N	n	*n;* combination *ng,* like *ng* in singer; combination *nk,* like *ng* in finger
O	o	long: *o* in go; short: *o* in November; often like *aw* in law, but shorter
P	p	*p;* combination *ph* in foreign words, like *f,* and now usually written *f*
Q	q	always followed by *v* (or *u*), combination being pronounced, and now usually written, *kv;* occurs only in foreign words

R	r	sound made by scraping of air between back of tongue and roof of mouth, as in French; after vowel, its sound assumes quality of vowel
S	s	*s* in sing; combination *ss*, and in foreign words *sc*, like *s* in sing; combination *sj*, like *sh;* followed by *i* plus another vowel, like *sh;* in foreign words, *sch* and *sh* are pronounced like *sh*
T	t	*t*, at beginning of word; silent in word *det* and in ending *et* when unstressed; followed by *i* plus another vowel, like *sh*
U	u	long: *oo* in food; short: *oo* in good; often like *o* in go, but shorter
V	v	*v*, before vowel or *r* and after long vowel; after short vowel, like *oo* in food; often silent after *l*
W	w	*v;* in foreign words only
X	x	*ks*, or at beginning of words, like *s* in sing; now only in foreign words
Y	y	long: *ee* in meet, but with lips rounded as in pronouncing *oo* in food; resembles (long) German *ü*, French *u;* short: *ee* in meet, but shorter, and with lips rounded as in pronouncing *oo* in food; resembles (short) German *ü*, French *u*
Z	z	*s* in sing; occurs only in foreign words
Æ	æ	long: *e* in met, but longer; short: *e* in met; before or after *r*, like *a* in hat; formerly sometimes written *ä;* in handwriting, usually *æ*
Ø	ø	*a* in care, but with lips rounded as in pronouncing *oo* in food; resembles (long) German *ö*, French *eu;* formerly sometimes written *ö*
Å	å	long: *aw* in law, but tending toward *o* in go; short: *aw* in law, but shorter, and tending toward *o* in go; formerly written *aa*, and still so written by many (as in the sample of the language at top of p. 376)

Special characters

Danish uses the Latin alphabet with the addition of the following special characters: *Æ æ*, *Ø ø*, and Å å.

The *c*, *q*, *w*, *x*, and *z* are used in words of foreign origin and in proper names.

Until quite recently, *aa* was written for *å*, and in dictionaries, indexes, telephone directories, etc., was found either preceding *a* or following it. Now the tendency is to place it at the end of the alphabet. The letter *w* is often regarded as a mere variant writing for *v*, and in dictionaries, etc., the *w*'s are then found interspersed with the *v*'s; otherwise, *w* follows *v*.

Fraktur type (German text) is scarcely in use today.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *å;* the back vowels being *a*, *o*, *u*, and *å;* the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are consonants.

Combinations of vowel sounds (diphthongs)

aj (formerly *ai*) as *ai* in aisle
au (*av*) as *ou* in house
eg as *ey* in grey
ej (formerly *ei*) as *ey* in grey
eu (*ev*) as *e* in met plus *u*
iv as *ee* in meet plus *u*
oi as *oy* in boy
ou as *oo* in food
ov as *o* in go
yv as (Danish) *y* plus *u*
æv as *e* in met plus *u*
øg as *oy* in boy
øj (formerly *øi*) as *oy* in boy
øv as *ø* plus *u*

Combinations of consonantal letters (digraphs)

ch as *tj* or *sj* or *k*, depending on language of origin
cz as *tj* or *ts*, depending on language of origin
hj as *j*
hv as *v*
ng see under *n* in Alphabet and pronunciation
ph as *f*
ps as *s*
qv as *kv*
sc as *s*
sch as *sj*
sh as *sj*
sj see under *s* in Alphabet and pronunciation
th as *t*
wh as *v*

Consonantal units

Includes all the combinations given under Combinations of consonantal letters (digraphs) and the following: *gj*, *kj*, *kl*, *kv*, *lj*, *sk*, *skj*, *sp*, *spr*, *st*, *str*, and *sv*.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *Ba-lance*, *Hvi-sken*, *Hu-stru*, *Bøj-ning*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *Af-ten*, *dan-ske*, *sek-sten*, *tjenst-lig*, *blom-stre*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *Fri-er*, *Lej-er*.
5. Certain adverbial prefixes are kept intact. These are: *ad*, *af*, *an*, *bag*, *be*, *bi*, *bort*, *efter*, *er*, *for*, *fra*, *frem*, *ge*, *in*, *ind*, *med*, *mis*, *ned*, *om*, *op*, *over*, *paa*, *til*, *ud*, *ude*, *und*, *under*, and *ved*: *ad-splitte*, *Af-drift*, *An-drag*, *Bag-slag*, etc.
6. Certain suffixes are kept intact. These are: *agtig*, *artig*, *hed*, and *inde*: *barn-agtig*, *egen-artig*, *Mat-hed*, *Mester-inde*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *Aften-avis*, *Aften-blad*, *Aftens-tid*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Pa-triot*, *me-trisk*, *Repu-blik*, *eks-trem*, *Post-skriptum*, *Shake-speare*, *Wash-ington*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *Hemi-sfære*, *Dia-gnose*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

af-bræk-ke	(5, 3)
ame-ri-kan-ske	(2, 2, 3)
An-dra-gen-de	(5, 2, 3)
Ar-kæ-o-lo-gi	(3, 4, 2, 2)
Be-skæf-ti-gel-se	(5, 3, 2, 3)
der-ef-ter	(7, 3)
egen-ar-tig	(6, 3)
Eks-a-men	(8, 2)
Eks-em-plar	(8, 8)
en-gel-ske	(3, 3)
Er-ind-ring	(5, 3)
eu-ro-pæ-i-ske	(2, 2, 4, 2)
for-en-te	(5, 3)
gjen-gjæl-de	(3, 3)
Halv-å-rig	(7, 2)
hin-an-den	(7, 3)
Ind-plan-te	(5, 3)
in-ter-es-sant	(3, 8, 3)
ka-mou-fla-ge	(2, 8, 2)
Kjends-gjer-ning	(7, 3)
mid-ship-mand	(8, 3)
Mis-tviv-le	(5, 3)
ned-sla-gen	(5, 2)
om-ar-bej-de	(5, 3, 2)
op-hæn-ge	(5, 3)
Over-ens-komst	(5, 7)
på-dra-ge	(5, 2)
på-gjæl-de	(5, 3)
pa-ra-graf	(2, 8)
pa-tri-o-ti-ske	(8, 4, 2, 2)
Re-gje-ring	(2, 2)
Re-pre-sen-ta-tion	(8, 2, 3, 2)
Re-pu-blik	(2, 8)
re-pu-bli-ka-ni-ske	(2, 8, 2, 2, 2)
sam-men-brin-ge	(3, 7, 3)
Selv-an-kla-ge	(7, 5, 2)
Ska-des-er-stat-ning	(2, 7, 3, 3)
Stats-for-fat-ning	(7, 3, 3)
sy-ste-ma-tisk	(2, 2, 2)
Ti-den-de	(2, 3)
Tids-reg-ning	(7, 3)
Tids-skrif-te	(7, 3)
til-græn-sen-de	(5, 3, 3)
Ti-pfen-nig	(7, 3)

Illustrative word divisions—Continued

tjenst-skyl-dig	(7, 3)	uor-dent-lig	(3, 3)
tre-å-rig	(7, 2)	uret-mæs-sig	(3, 3)
ty-de-lig	(2, 2)	uvil-kår-lig	(3, 3)
Ud-ar-bej-de	(5, 3, 2)	Vå-ben-ø-vel-se	(2, 7, 2, 3)
Ude-stå-en-de	(5, 4, 3)	Ved-bli-ven	(5, 2)
Und-dra-ge	(5, 2)	vel-ær-ver-dig	(7, 3, 3)
Un-der-of-fi-cer	(3, 5, 3, 2)	Yt-rings-fri-hed	(3, 7, 6)
un-der-skri-ve	(3, 5, 2)	Ærg-rel-se	(3, 3)
Und-skyld-ning	(5, 3)	øn-ske-lig	(3, 2)

Stress and diacritics

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-*, *er-*, *for-*, *ge-*, in which case the following syllable is stressed. Foreign words, especially those of French origin, are usually accented on the last, or next to the last, syllable. In compound words, the first component receives the primary stress; the second receives secondary stress.

In stressed syllables, vowels are generally long before one consonant or none, and short before two or more consonants. There are, however, many exceptions, especially in that a long vowel is often found before two or more consonants. Some monosyllables, which are generally weakly stressed in the sentence, are short, even when they end in a vowel or single consonant.

In unstressed syllables, the vowel is always short. If a word, having, when it stands alone, a long vowel, occurs unstressed in a spoken sentence, the vowel in question is pronounced short.

Characteristic of Danish is an unwritten sound, called the stød, or glottal stop; i. e., a closure of the vocal cords, followed by a sudden opening of them. The sound, resembling a slight cough, occurs often in English before stressed vowels, but speakers of English are scarcely aware of it.

The stød occurs only in stressed syllables. It is used both after vowels and after voiced consonants following a vowel. It does not occur in a word or syllable which is made up of a short vowel followed by one or more of the consonants *p*, *b*, *t*, *d*, *k*, *g*, *f*, or *s*, nor in any word or syllable ending in a short vowel. It is also usually absent from the first part of compound words, even where the uncompounded form would have a stød. Otherwise, the stød is found in all monosyllables and in some polysyllables, especially foreign loanwords. It is also found in polysyllabic second members of compounds, even where, uncompounded, the word would have no stød.

However, the presence or absence of the stød cannot be determined from the written form of the word, but must be known for each word itself, and even for each form of the word. A word which is pronounced with a stød when stressed may lose it if it is weakly stressed in a sentence.

With the exception of *å*, *ä* (variants for *æ*), and *ö* (variant for *ø*), diacritics are used only in foreign loanwords and in certain proper names.

Capitalization

Capitalization is as in English, except that the pronouns *De*, *Dem*, and *Deres* are capitalized, as is the familiar form of the pronoun *I*. Until recently, all nouns were capitalized, as in German. Proper adjectives are lowercased.

Punctuation

Punctuation is practically the same as in English, except that all dependent clauses are set off by commas.

Abbreviations

Adrs.	Adresse, address, c/o
afs.	afsender, sender
ang.	angående, concerning
Anm.	Anmærkning, remark, observation
A/S	Aktieselskab, joint-stock company
b., bd.	bind, volume, volumes
bl. a.	blandt andet, blandt andre, among other things, or others
d.	død, dead
d. Å.	dette År, this year
d. d.	dags dato, the date of the day, this day
d. m.	denne måned, this month
Dr.	Doktor, doctor
d. v. s.	det vil sige, that is, that is to say
eks.	eksempel, example (illustration), e. g.
e. m.	eftermiddag, afternoon, p. m.
etc.	et cetera, et cetera
f.	født, born
f. Å.	forrige År, last year
f. eks.	for eksempel, for instance
ff.	følgende, the following
fhv.	forhenværende, former, late
Fig.	Figur, figure
f. m.	formiddag, forenoon, a. m.
forf.	forfatter, author
Frk.	Frøken, Miss
gl.	gammel, old
H. M., Hs. M.	Hans Majestæt, His Majesty
Hds. M.	Hendes Majestæt, Her Majesty
Hr.	Herr, sir, Mr.
if.	ifølge, according to
jf., jfr.	jevnfør, compare
kap.	kapitel, chapter
kgl.	kongelig, royal
kl.	klokken, o'clock; klasse, class
Kpt.	Kaptejn, captain
kr.	krone, crown; kroner, crowns (coin)
m. a. o.	med andre ord, in other words
m. fl.	med flere, with others, and others
m. h. t.	med hensyn til, with regard to
m. m.	med mere, et cetera, and more, and so forth
N. B.	nota bene, mark (notice) well
N. N.	nomen nescio, Mr. * * *, Mr. such a one
Nr.	nummer, number
obs.	observer, observe
o. s. v.	og saa videre, and so forth, etc.
p. s.	postskriptum, postscript
R.	Ridder, knight
Red.	Redaktør, editor
s.	side, page; sider, pages
s. d.	samme dato, same date
sml.	sammenlign, compare
S. u.	Svar udbedes, an answer is requested
vedr.	vedrørende, concerning

Cardinal numbers

en (een, et)	one
to	two
tre	three
fire	four
fem	five
seks	six
syv	seven
otte	eight
ni	nine
ti	ten
elleve (elve)	eleven
tolv	twelve
tretten	thirteen
fjorten	fourteen
femten	fifteen
seksten	sixteen
sytten	seventeen
atten	eighteen
nitten	nineteen
tyve	twenty
en og tyve, etc.	twenty-one, etc.
tredive (tredve)	thirty
fyrretyve (fyrre, fyre)	forty
halvtre(d)sin(d)styve (halvtreds)	fifty
tre(d)sin(d)styve (tres)	sixty
halvfjerdsindstyve (halvfjerds)	seventy
firsindstyve (firs)	eighty
halvfemsindstyve (halvfems)	ninety
hundrede	hundred
hundrede og en, etc.	one hundred and one, etc.
tohundrede, etc.	two hundred, etc.
tusind(e)	thousand

Ordinal numbers

første	first	syttende	seventeenth
anden	second	attende	eighteenth
tredje	third	nittende	nineteenth
fjerde	fourth	tyvende	twentieth
femte	fifth	en og tyvende, etc.	twenty-first, etc.
sjette	sixth		
syvende	seventh	tredivte	thirtieth
ottende	eighth	fyrretyvende	fortieth
niende	ninth	halvtre(d)sindstyvende	fiftieth
tiende	tenth	tre(d)sindstyvende	sixtieth
ellevte (elvte)	eleventh	halvfjerdsindstyvende	seventieth
tolvte	twelfth	firsindstyvende	eightieth
trettende	thirteenth	halvfemsindstyvende	ninetieth
fjortende	fourteenth	hundrede og første, etc.	hundred and first, etc.
femtende	fifteenth		
sekstende	sixteenth		

NOTE.—Hundred(e) (100) and tusind(e) (1,000) have the same form for cardinals and ordinals.

Months

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
marts	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

Days

søndag	Sunday	torsdag	Thursday
mandag	Monday	fredag	Friday
tirsdag	Tuesday	lørdag	Saturday
onsdag	Wednesday		

Seasons

forår	spring	efterår	autumn
sommer	summer	vinter	winter

Time

time	hour	måned	month
dag	day	aar	year
uge	week		

REFERENCES.—Henni Forchhammer, How To Learn Danish (1932); A. Arnholtz und C. A. Reinhold, Einführung in das Dänische Lautsystem (1936); Ingeborg Stemann, Danish (1938); G. Langenscheidt og H. Henningsen, Lommeordbog Over det Danske og Tyske Sprog (1941); Johs. Magnussen, Otto Madsen og Herman Vinterberg, Dansk-Engelsk Ordbog (1943); Jeannette Dearden and Karin Stig-Nielsen, Spoken Danish (1945).

DUTCH

Nu is het duidelijk, dat het duratieve aspect in de feitelijke handeling moeilijk tot zijn recht kan komen. Men kan wel stilstaan op een plaats, maar niet stilstaan in de tijd. De enige middelen, die hier practisch ten dienste staan, zijn de herhaling en de vertraging. Van beide vindt men in allerlei godsdienstige rituelen voorbeelden.—Held: Magie, Hekserij en Toverij, Groningen (1950), p. 10.

Alphabet and pronunciation

A	a	*a* in father, watch	O	o	*o* in often, low
B	b	*b; p* at end of words	P	p	*p*
C	c	*k; s* before *e, i, y*	Q	q	*q*
D	d	*d; t* at end of words	R	r	*r*
E	e	*e* in met; *a* in fate	S	s	*s* in sister
F	f	*f*	T	t	*t*
G	g	*ch* in German auch	U	u	*u* in sure; also almost like *ee* in eel or like French *u* or German *ü*
H	h	*h*	V	v	*v; f* at end of words
I	i	*i* in fit, police	W	w	*w*
J	j	*y* in yet; like English *z* in azure in some words	X	x	*x*
K	k	*k*	Y	y	*i* in fit
L	l	*l*	Z	z	*z; s* at end of words
M	m	*m*			
N	n	*n*			

Special characters

Dutch uses the Latin alphabet; and with the exception of the circumflex and acute accents, which it uses only to a small extent, it has no special characters. The letters *ij* are treated like a ligature. When they begin a capitalized word, both letters must be uppercased, thus: *IJsland*, Iceland; *IJverig*, zealous.

Vowels and consonants

The vowel letters are *a, e, i, o, u,* and *y;* the remaining characters are all consonants. The so-called double vowels, *aa, ee, oo,* and *uu,* are merely lengthened sounds of their respective single forms; thus *aa* is like *aa* in Saar, *ee* like *e* in egg, *oo* like *o* in rose (never like *oo* in good), *uu* like *u* in sure. Double vowels are regarded by most grammarians as single characters rather than diphthongs.

Diphthongs

The diphthongs are pronounced approximately as follows:

aai as *ai* in aisle
au as *ou* in house
eeu as *a* in fate followed by French *u* or German *ü*
ei as *ai* in aisle
eu as *er* in her
ie as *ie* in pier
ieu as *eu* in reunion
ij as *ai* in aisle
oe as *oe* in shoe
oei as *uoy* in buoy
ooi as *oy* in annoy
ou as *ou* in house
ui as *urry* in furry

Digraphs

The digraphs and their sounds are:

ch like German *ch*[1]
ph as *f*
qu like English *qu*
sch as *s* plus *ch* or *s*[2]
sj as *sh* in shall
th as *t*

Rules for syllabification

1. Double vowels, diphthongs, and digraphs may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant or a digraph: *le-ven, leu-gen, la-chen, vrou-wen, le-raar.*
3. In a group of two or more consonants, division is made before the last consonant or digraph: *heb-ben, amb-ten, man-che;* but if one of the consonants is *s* preceded by another consonant, the *s* goes over: *kor-sten, ern-stig, Pink-ster.*
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *zaai-en, knie-ën, spi-on.*
5. Certain adverbial prefixes are kept intact. These are: *aan, achter, af, be, bij, daar, door, er, ge, heen, her, in, mede, mein, mis, na, neder, neer, om, on, onder, ont, oor, op, over, samen, tegen, terug, toe, uit, ver, voor, voort, wan, weder,* and *weg: aan-varden, achter-eind, af-breken, be-drog,* etc.
6. Certain suffixes are kept intact. These are: *aard, aardig, achtig, heid, je, pje, schap, sche, ske, ste(n), ster,* and *tje: dronk-aard, eigen-aardig, zak-achtig, oord-je* (little place), *oor-tje* (little ear), *boom-pje, hoog-ste, bak-ster.*[3]
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *eer-ambt, angst-kreet.* The compounding *s,* if used, is kept with the preceding component: *rijks-ambt, volks-eenheid.*
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *repu-bliek, por-tret, Trans-atlantisch, Washington, Shake-speare.* Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostisch, proto-plasma;* but *interesse* has been naturalized and is divided *inte-resse.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aam-bor-stig	(3, 3)
aan-prij-zen	(5, 2)
ach-ter-uit-gang	(3, 5, 5)
Ame-ri-kaan-se	(2, 2, 3)
Am-ster-dam	(3, 3)
be-slis-sin-gen	(5, 3, 3)
bi-bli-o-theek	(8, 4, 2)
bij-een-bren-gen	(5, 7, 3)
con-sti-tu-tie	(3, 2, 2)
con-sti-tu-ti-o-neel	(3, 2, 2, 4, 2)
daar-op-vol-gend	(5, 5, 3)
des-a-vou-e-ren	(8, 2, 4, 2)
door-draai-en	(5, 4)
En-gel-se	(3, 3)
er-ach-ter	(5, 3)
ge-brui-ker	(5, 2)
ge-meen-schap-pe-lijk	(2, 3, 3, 2)
heen-snel-len	(5, 3)
her-e-ni-gen	(5, 2, 2)
in-acht-ne-ming	(5, 7, 2)
in-dus-trie	(3, 8)
in-te-res-se	(3, 2, 3)
kun-ste-naar	(3, 2)
me-de-stan-der	(2, 5, 3)
mees-ter-stuk-jes	(3, 7, 6)
mein-e-dig-heid	(5, 2, 6)
mi-cro-me-trisch	(8, 2, 8)
mis-brui-ken	(5, 2)
moei-lijk-heid	(2, 6)
na-druk-ken	(5, 3)
ne-der-knie-len	(2, 5, 2)
Ne-der-lan-der	(2, 5, 3)
Ne-der-land-se	(2, 5, 6)
neer-slach-tig	(5, 3)
om-stan-dig-heid	(5, 3, 6)
on-der-druk-ken	(3, 5, 3)
on-er-va-ren	(5, 3, 2)
ont-e-ren	(5, 2)
oor-spron-ke-lijk	(5, 3, 2)
op-hel-de-ring	(5, 3, 2)
op-ont-houd	(5, 5)
pro-spec-tus	(8, 3)

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[1] This sound of *ch* is for words of native origin only. In words of French origin *ch* is pronounced as in French (like *sh*) and in words of Greek origin like *ch* in *chorus.*

[2] The digraph *sch* has two sounds. At the beginning of a word and at the beginning of a syllable preceded by a prefix it is pronounced like *s* plus the Dutch *ch;* elsewhere like English *s.*

[3] The suffixes listed must be distinguished from the same letter combinations that are not suffixes and not appended to a meaningful word. Thus *ste* in *beste* is not a suffix, as *be* is not a word. Likewise *aard* in *veinzaard* and *grijnzaard* is not a suffix in the above sense, as there are no words *veinz* and *grijnz.* Properly, *veinzaard* and *grijnzaard* are derivatives of *veinzen* and *grijnzen* and are syllabified according to rule 3; i. e., *vein-zaard, grijn-zaard,* and *beste* is syllabified *bes-te.*

Illustrative word divisions—Continued

re-ge-ring	(2, 2)
re-pu-bliek	(2, 8)
re-pu-blie-keins	(2, 8, 2)
sa-men-stel-ling	(2, 5, 3)
te-gen-ant-woord	(2, 5, 3)
te-rug-ei-sen	(2, 5, 2)
tijd-schrif-ten	(7, 3)
toe-tre-den	(5, 2)
uit-oe-fe-nen	(5, 2, 2)
ver-e-nig-de	(5, 2, 3)
voor-af-gaan-de	(5, 3, 3)
voort-breng-sel	(5, 3)
wan-trou-wend	(5, 2)
we-der-op-bou-wen	(2, 5, 5, 2)
weg-sprin-gen	(5, 3)
zelf-re-ge-ring	(7, 2, 2)

Stress and diacritics

The stress in Dutch words falls on the root syllable in simple words and on the main component (usually the first) in compound words: *beSTELlen* (to order), *SCHOOLboek* (schoolbook). Words of foreign origin keep their own characteristic stress.

Diacritical marks are used to a limited extent in Dutch. The circumflex is used to indicate the contraction of two syllables into one, if the contraction is unusual: *daân* for *daden* (deeds), *liên* for *lieden* (people). The dieresis (trema) is used to indicate that the vowel over which it is placed does not form a diphthong with the preceding vowel but is pronounced separately: zeeën (pronounced *zay'-en*), seas; oliën (pronounced *olee'-en*), to oil. The acute is used to give added emphasis: *dáár is het*, there it is, but *daar is hij eindelijk*, there he is finally; *één gulden*, one guilder, but *een gulden*, a guilder.

Capitalization

Capitalization in Dutch is similar to that in English, but with the following differences:

If the first word of a sentence is a single letter only, the word goes lowercase and the next one is capitalized: *'s Avonds is het koud*, in the evening it is cold. *'k Weet niet wat hij zegt*, I do not know what he says.

The first-person pronoun, *ik* (I), is not capitalized, but the second-person pronouns *U* (you), *Uw* (your), and *Gij* (you), are generally capitalized in personal correspondence.

The name particles *de*, *ten*, *van*, if not preceded by the Christian name, are capitalized; otherwise, lowercased.

Punctuation and hyphenation

Punctuation and hyphenation are similar to the usages in German (q. v.). The apostrophe, however, is used not only to indicate abbreviations or contractions but also to form the plural and possessive of foreign loanwords: *'n paard* (for *een paard*), a horse; *'s avonds* (for *des avonds*), in the evening: *'t huis* (for *te huis*), at home; *'k heb* (for *ik heb*), I have; *sofa's*, sofas; *Maria's*, Mary's. Quotation marks are set: ,,thus."

Abbreviations

A. P.	Anno Passato, in the past year; Amsterdams Peil, Amsterdam ordnance datum
b. v.	bij voorbeeld, for example, e. g.
dgl.	dergelijke, such
d.i.	dat is, that is, i. e.
dl.	deel, part, volume
e. g.	eerstgenoemde, the former, the before-mentioned
enz.	en zoo voort, and so forth, etc.
e. v.	eerstvolgende, the following, next
geb.	geboren, born, né(e)
Gebr.	Gebroeders, Brothers, Bros.
Geref.	Gereformeerde, Reformed, Calvinist
Hfst.	Hoofdstuk, chapter
H. M.	Haar Majesteit, Her Majesty
i. p. v.	in plaats van, instead of
jl.	jongstleden, last, ult.
Jr.	Junior, junior
jr.	jaar, year
ll.	laatstleden, last, ult.
Mej.	Mejuffrouw, Miss
Mev.	Mevrouw, Mrs.
Mij.,	Maatschappij, society, company
Ndl.	Nederland, the Netherlands
nl.	namelijk, namely, viz
n. m.	namiddag, post meridiem, p. m.
N. V.	Naamloze Vennootschap, limited-liability company
o. a.	onder andere, among others
ong.	ongeveer, about, ca.
Opm.	Opmerking, remark
p. a.	per adres, c/o
p. st.	pond sterling, pound sterling, £
Sen. or Sr.	Senior, senior
vgl.	vergelijk, compare, cf.
v. m.	voormiddag, ante meridiem, a. m.

Cardinal numbers

één	one	achttien	eighteen
twee	two	negentien	nineteen
drie	three	twintig	twenty
vier	four	één en twintig, etc.	twenty-one, etc.
vijf	five	dertig	thirty
zes	six	veertig	forty
zeven	seven	vijftig	fifty
acht	eight	zestig	sixty
negen	nine	zeventig	seventy
tien	ten	tachtig	eighty
elf	eleven	negentig	ninety
twaalf	twelve	honderd	hundred
dertien	thirteen	honderd (en) één	one hundred and one
veertien	fourteen		
vijftien	fifteen	tweehonderd	two hundred
zestien	sixteen	duizend	thousand
zeventien	seventeen		

Ordinal numbers

eerste	first	zestiende	sixteenth
tweede	second	zeventiende	seventeenth
derde	third	achttiende	eighteenth
vierde	fourth	negentiende	nineteenth
vijfde	fifth	twintigste	twentieth
zesde	sixth	één en twintigste	twenty-first
zevende	seventh	dertigste	thirtieth
achtste	eighth	veertigste	fortieth
negende	ninth	vijftigste	fiftieth
tiende	tenth	zestigste	sixtieth
elfde	eleventh	zeventigste	seventieth
twaalfde	twelfth	tachtigste	eightieth
dertiende	thirteenth	negentigste	ninetieth
veertiende	fourteenth	honderdste	hundredth
vijftiende	fifteenth	duizendste	thousandth

Months

Januari (Jan.)	January	Juli	July
Februari (Feb.)	February	Augustus (Aug.)	August
Maart (Mrt.)	March	September (Sept.)	September
April (Apr.)	April	October (Oct.)	October
Mei	May	November (Nov.)	November
Juni	June	December (Dec.)	December

Days

Zondag	Sunday	Donderdag	Thursday
Maandag	Monday	Vrijdag	Friday
Dinsdag	Tuesday	Zaterdag	Saturday
Woensdag	Wednesday		

Seasons

lente, voorjaar	spring	herfst, najaar	autumn
zomer	summer	winter	winter

Time

uur	hour	maand	month
dag	day	jaar	year
week	week		

REFERENCES.—E. Vrieze, De Nieuwe Spelling 1946 . . . (1946); T. G. G. Valette, Dutch Conversation Grammar (1928); F. G. Renier, Learn Dutch! A Dutch Grammar (1942); J. van Ham en S. Hofker, Beknopte Nederlandse Spraakkunst (1939); Kramer's Engels-Nederlands en Nederlands-Engels Woordenboek (1950); L. Bloomfield, Spoken Dutch (1944).

FINNISH

Nimitystä tavu käytetään fonetikassa useissa eri merkityksissä, ja siitä annetut määritelmät perustuvat suureksi osaksi subjektiiviseen arviointiin. Onpa sentähden eräällä taholla tahdottu eliminoida koko tavun käsite fonetiikasta.—Äimä, Yleisen Fonetiikan Oppikirja (1938), p. 203.

Alphabet and pronunciation

A	a	*a* in father, sofa	P	p	*p*
B	b	*b*	Q	q	*q*
C	c	*c* in calm or in cease	R	r	*r*, trilled
D	d	*d*	S	s	*s* in so
E	e	*e* in met	T	t	*t*
F	f	*f*	U	u	*u;* as *oo* in boot, but short
G	g	*g* in game	V	v	*v*
H	h	*h*	X	x	*x*
I	i	*i* in pit	Y	y	like German *ü* or like French *u*
J	j	*y* in yet	Z	z	*s* or *ts*
K	k	*k*	Ä	ä	*a* in hat
L	l	*l*	Ö	ö	like German *ö* or like French *eu*
M	m	*m*			
N	n	*n*			
O	o	*o* in note, but short			

Special characters

Finnish uses the Latin alphabet with the addition of the following special characters: Ä ä and Ö ö.

The letters *b*, *c*, *f*, *q*, *x*, and *z* do not occur in native Finnish words and are not mentioned even in the alphabets of some Finnish grammars. However, the standard dictionaries, containing words of foreign origin, list them in the alphabetic order shown above.

Vowels and consonants

The vowel letters are *a*, *e*, *i*, *o*, *u*, *y*, *ä*, and *ö*, the remaining letters being all consonants. The doubled vowel letters, *aa*, *ee*, *ii*, *oo*, *uu*, *yy*, *ää*, and *öö* represent sounds the same as, but about twice as long as, their corresponding single ones.

Diphthongs

The diphthongs and their sounds are:

ai as *ai* in aisle
au as *ow* in how
ei as *ei* in eight
eu like Finnish *e* plus *u*
ie like Finnish *i* plus *e*
iu like Finnish *i* plus *u*
oi as *oi* in oil
ou as *ow* in low

ui like Finnish *u* plus *i*
uo like Finnish *u* plus *o*
yi like Finnish *y* plus *i*
yö like Finnish *y* plus *ö*
äi like Finnish *ä* plus *i*
äy like Finnish *ä* plus *y*
öi like Finnish *ö* plus *i*
öy like Finnish *ö* plus *y*

The diphthongs *ie*, *uo*, *yö*, *eu*, *iu*, *yi*, *ai*, *äy*, *öi*, and *öy* are sounded as indicated above, i. e., like their constituent separate letters but in quick succession, *ie*, *uo*, *yö* having the main stress on the second vowel, the others on the first. The above combinations, except those ending in *i*, are diphthongs only at the beginning of a word or of a compound constituent; elsewhere they are separate vowels and may be divided: *tapa-us*, *kope-us*, *kieli-en*.

Rules for syllabification

1. Double vowels and diphthongs may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant: *ka-la, neu-lat, vää-ryys.*
3. In a group of two or more consonants, division is made before the last consonant: *kuk-ka, silp-pu, myrs-ky.*
4. Division may be made between vowels not constituting a diphthong or between a diphthong and a vowel: *lapsi-en, asi-asta, eri-ävä.*
5. Compound words are divided according to their component parts (and each part according to rules 1 to 4): *maa-alue, ilman-ala, esi-isä.*
6. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Shake-speare, kon-gressi, mono-grammi, me-tri.* Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *apo-pleksia, dia-gnostinen.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ah-dis-tan	(3, 3)	oi-ke-us-a-sia	(2, 4, 5, 2)
ai-no-as-taan	(2, 4, 3)	omis-ta-ja	(3, 2)
aja-tus-ai-ka	(2, 5, 2)	ope-tus-ai-ne	(2, 5, 2)
al-keis-o-pe-tus	(3, 5, 2, 2)	osit-tai-nen	(3, 2)
al-ku-o-sa	(3, 5, 2)	pam-flet-ti	(6, 3)
ame-ri-ka-lai-nen	(2, 2, 2, 2)	pa-raas-tan	(2, 3)
bil-joo-na	(3, 2)	piis-pan-is-tuin	(3, 5, 3)
brit-ti-läi-nen	(3, 2, 2)	poik-ke-us	(3, 4)
de-mo-kraat-ti	(2, 6, 3)	pääl-lik-kyys	(3, 3)
Eng-lan-ti	(3, 3)	ran-gais-ta-va	(3, 3, 2)
epä-o-leel-li-nen	(4, 2, 3, 2)	rau-ta-tie	(2, 2)
etu-oi-ke-us	(5, 2, 4)	ri-kok-sel-li-nen	(2, 3, 3, 2)
huo-li-mat-ta	(2, 2, 3)	sai-ras-a-pu	(2, 5, 2)
hy-dro-sta-tiik-ka	(6, 6, 2, 3)	sa-man-ai-kai-nen	(2, 5, 2, 2)
il-man-a-la	(3, 5, 2)	sat-tu-moi-sin	(3, 2, 2)
kan-sa-lais-oi-ke-us	(3, 2, 5, 2, 4)	sa-tun-nai-nen	(2, 3, 2)
kan-sal-li-nen	(3, 3, 2)	sei-sah-dus	(2, 3)
kau-em-mak-si	(4, 3, 3)	se-lit-te-ly	(2, 3, 2)
ko-mi-sa-ri-us	(2, 2, 2, 4)	sel-väs-ti	(3, 3)
lii-al-li-nen	(4, 3, 2)	sem-min-kin	(3, 3)
lu-et-te-lo	(4, 3, 2)	seu-rus-te-lu	(2, 3, 2)
muu-ka-lai-nen	(2, 2, 2)	sih-tee-ri	(3, 2)
muut-tu-ma-ton	(3, 2, 2)	si-jais-kans-le-ri	(2, 5, 3, 2)
myön-tei-nen	(3, 2)	Suo-ma-lai-nen	(2, 2, 2)
nais-a-sia	(5, 2)	suo-si-ol-li-ses-ti	(2, 4, 3, 2, 3)
neu-vok-ki	(2, 3)	ta-val-li-nen	(2, 3, 2)
neu-vot-te-lu	(2, 3, 2)	teh-taa-lai-nen	(3, 2, 2)
ni-mi-kir-joi-tus	(2, 5, 3, 2)	xe-ro-ftal-mia	(2, 6, 3)
nä-en-näi-ses-ti	(4, 3, 2, 3)	Yh-dys-Val-lat	(3, 5, 3)

Diacritics and stress

With the exception of *ä* and *ö*, Finnish uses no diacritics. Stress is always on the first syllable.

Capitalization

Capitalization is similar to that in English, except that months, days of the week, and proper adjectives are lowercased.

Punctuation

Punctuation is similar to that in English. The apostrophe is used to separate a proper noun from its inflection as well as to show elision.

Abbreviations

a. p.	aamupäivällä, before noon
Arv.	Arvoisa, esteemed
ed.	edellinen, former, foregoing
ent.	entinen, past, old
e. pp.	edellä puolenpäivän, before noon
esim.	esimerkiksi, for example, e. g.
H:ra or Hra	Herra, Mr., Sir
i. p.	iltapäivällä, afternoon, p. m.
j. n. e.	ja niin edespäin, and so on
j. pp.	jälkeen puolenpäivän, afternoon, p. m.
k-lo	kello, hour, o'clock
ks.	katso, see, compare, cf.
l.	eli, or
m.	minuutti, minute(s)
mk(k).	markka(a), mark(s)
Muist.	Muistutus, note
nim.	nimittäin, namely, viz
N:o or №	numero, number
n. s.	niin sanottu, so called
nyk.	nykyinen, current
p.	penni, penniä, penny, pence; päivä, day, date
p. a.	painoarkki, printed sheet
R:va or Rva	Rouva, madam
s. or siv.	sivu, sivulla, page, pages
seur.	seuraava, following, next
s. o.	se on, that is, i. e.
s. v.	samana vuonna, same year
t.	tai, or
t. k.	tämän kuun, this month
t. m. s.	tai muuta semmoista, and so on
Tri	Tohtori, doctor
t. v.	tänä vuonna, this year
v.	vuosi, year
vert. or vrt.	vertaa, compare, cf.
y. m.	ynnä muuta, etc.

Cardinal numbers

yksi	one	kolmetoista, etc.	thirteen, etc.
kaksi	two	kaksikymmentä	twenty
kolme	three	kaksikymmentäyksi	twenty-one
neljä	four	kaksikymmentäkaksi, etc.	twenty-two, etc.
viisi	five		
kuusi	six	kolmekymmentä, etc.	thirty, etc.
seitsemän	seven	sata	hundred
kahdeksan	eight	satayksi, etc.	one hundred and one, etc.
yhdeksän	nine		
kymmenen	ten	kaksisataa	two hundred
yksitoista	eleven	tuhat	thousand
kaksitoista	twelve		

Ordinal numbers

ensimäinen	first	kahdeskymmenes	twentieth
toinen	second	kahdeskymmenesensimäinen	twenty-first
kolmas	third	kahdeskymmenestoinen, etc.	twenty-second, etc.
neljäs	fourth		
viides	fifth	kolmaskymmenes, etc.	thirtieth, etc.
kuudes	sixth	sadas	hundredth
seitsemäs	seventh	sadasensimäinen, etc.	one hundred and first, etc.
kahdeksas	eighth		
yhdeksäs	ninth	kahdessadas	two hundredth
kymmenes	tenth	tuhannes	thousandth
yhdestoista	eleventh		
kahdestoista	twelfth		
kolmastoista, etc.	thirteenth, etc.		

Months

tammikuu	January	heinäkuu	July
helmikuu	February	elokuu	August
maaliskuu	March	syyskuu	September
huhtikuu	April	lokakuu	October
toukokuu	May	marraskuu	November
kesäkuu	June	joulukuu	December

Days

sunnuntai	Sunday	torstai	Thursday
maanantai	Monday	perjantai	Friday
tiistai	Tuesday	lauantai	Saturday
keskiviikko	Wednesday		

Seasons

kevät	spring	syksy	autumn
kesä	summer	talvi	winter

Time

tunti	hour	kuukausi	month
päivä	day	vuosi	year
viikko	week		

REFERENCES.—Severi Alanne, Finnish-English Dictionary (1919); Aune Tuomikoski and Anna Slöör, English-Finnish Dictionary (Helsinki, 1939); T. A. Seboek, Spoken Finnish (1947); A. Sauvageot, Esquisse de la Langue finnoise (1946).

FRENCH

Maël, issu d'une famille royale de Cambrie, fut envoyé dès sa neuvième année dans l'abbaye d'Yvern, pour y étudier les lettres sacrées et profanes. À l'âge de quatorze ans, il renonça à son héritage et fit vœu de servir le Seigneur.—Anatole France, *L'Île des Pingouins*, chapter 1, opening lines.

Alphabet and pronunciation

A	a	between *a* in pat and *o* in pot
À	à	
Â	â	*a* in hah
B	b	*b*
C	c	*c* in city before *e*, *i*, *y* (=*s*); *c* in car, elsewhere (=*k*)
Ç	ç	*c* in city (=*s*)
D	d	*d*
E	e	*e* in met when followed by two consonants, or by a single final consonant, digraph, or consonantal unit; silent when final and in *-ent*, third person plural verb ending; *e* in moment, before a single consonant, digraph, or consonantal unit, followed by a vowel
È	è	*e* in met
Ê	ê	*e* in met or there
Ë	ë	dieresis indicates that preceding vowel has its usual value and does not form a diphthong with *e*
É	é	*a* in late
F	f	*f*
G	g	*s* in pleasure (=*zh*) before *e*, *i*, *y*; *g* in game elsewhere
H	h	silent
I	i	*ee* in meet
Î	î	*ee* in meet
Ï	ï	*y* in yet, between vowels; *ee* in meet elsewhere
J	j	*s* in pleasure (=*zh*)
K	k	*k*
L	l	*l*; silent in a few cases—*gentil*, *outil*, *fils*; frequently letters *il* in final position, and after vowel, and *ill* before vowel pronounced like *y* in yet—travail, fille
M	m	*m*
N	n	*n*; *-ent*, third person plural verb ending, is silent
O	o	*o* in no when final; *o* in for elsewhere
Ô	ô	*o* in no
P	p	*p*
Q	q	*q* in quick (=*k*)
R	r	sound made by scraping of air between back of tongue and roof of mouth; silent when final in ending *-er*
S	s	*z* between vowels; usually silent when final; *s* elsewhere
T	t	*s* in *-tien*, *-tial*, *-tion*, etc.; usually silent when final; *-ent*, third person plural verb ending, is silent; *t* elsewhere

U	u	like German *ü* (*ee* with lips rounded as for *oo*); usually silent after *g* and *q* before *e, i, y*
Û	û	
V	v	*v*
W	w	*w* or *v*
X	x	*gz* between vowels; *ks* elsewhere; silent when final in some words; sometimes like *s*, as in *dix, six*
Y	y	*ee*
Z	z	*z;* usually silent when final

Special characters

French uses the Latin alphabet with the addition of the following special characters: À à, Â â, Ç ç, É é, È è, Ê ê, Ë ë, Î î, Ï ï, Ô ô, Ù ù, and Û û.

Vowels and consonants

The vowel letters are *a, e, i, o, u, y;* the other letters are consonants. Vowel sounds are represented by one of the vowel letters or by a combination of two or three of them. Consonant sounds are represented by one or two consonant letters.

Combinations of two vowel letters (diphthongs)

ai, ay, ei, ey as *e* in met or there
au, eau as *o* in no
eu, œ, œu as *u* in fur [1]
oi, oy as *wa* in watt
ou as *oo* in moon
oui like English *we*
ui somewhat like *we*

Combinations of two consonant letters (digraphs)

ch as *sh* in shoe; occasionally as *k*
gn as *ny* in canyon
gu as *g* in give before *e, i, y;* occasionally as *gw*
ll as *y* in yet (in *-ille*)
ph as in English
qu as *k;* occasionally as *kw*
rh as *r*
th as *t*

Sequences of vowel(s) and n or m (nasals)

In French, there are four nasal sounds. These are produced by allowing air to pass through the nose and the mouth at the same time, but without any actual sound of *m, n,* or *ng* after them. These sounds are represented by the syllables:

1. *am, an, em, en,* the vowel sound of each being like *a* in far;
2. *aim, ain, eim, ein, im, in, ym, yn,* the vowel sound of each being *a* in fan;
3. *om, on,* with the vowel like *aw* in fawn;
4. *eum, eun, um, un,* with the vowel like *u* in fur.

Nasals occur at the end of a word or in the middle of a word before another consonant except *m* or *n:* f*aim*, bi*en*, m*an*ger, m*em*bre; otherwise, the above combinations are not nasalized: *ananas* (pronounced *ánánà*), *nommer* (pronounced *nòmé*). There are a few exceptions.

Consonantal units

In French, certain consonants followed by *l* or *r* or preceded by *s* are pronounced in the same syllable with the following vowel. These consonant groups are:

bl, br
chl, chr, cl, cr
dr
fl, fr
gl, gr
phl, phr, pl, pr
sc, sp, sph, squ, st
thr, tr
vl, vr

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division may be made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *amu-ser, che-veux, jeu-nesse, pay-san, cro-chets, gra-phies, mé-thode, ali-gner, dé-cret, qua-drille.*
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *al-ler, sys-tème, fonc-tion, com-pris, isth-mique, ar-cher, har-gneux, Ag-nus.*

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[1] Note that œ is printed as a single piece of type when it has this pronunciation, and also in some words of Latin origin, where it is pronounced as French *e*. When *o* and *e* are printed separately, they represent separate sounds in different syllables.

4. Division between vowels should be avoided, but it is tolerated if the second vowel carries the dieresis (trema) or begins a compound or derivative element: *héro-ïsme, archi-épiscopal, anti-acide.*

5. Prefixes are kept intact only if this conforms to rules 2 to 4: *ab-duction* (rule 3), *con-tinuer* (rule 3), *in-duction* (rule 3), *mal-heur* (rule 3), *non-chalant* (rule 3), *ob-server* (rule 3), *pré-ceder* (rule 2), *pré-ocupation* (rule 4), *re-joindre* (rule 2); but *abs-tention* (rule 3), *cons-titution* (rule 3), *ins-pire* (rule 3), *ma-ladroite* (rule 2), *no-nobstant* (rule 2), *obs-cure* (rule 3), *pres-cription* (rule 3), *res-piration* (rule 3).[2]

6. Compounds are divided preferably according to their component parts (and each part according to rules 1 to 5): *grand'-mère, gentils-hommes, Tchéco-slovaquie.*

If a compound is formed with an apostrophe followed by a vowel, division may not be made on the apostrophe; thus the compounds *qu'environ, hors-d'œuvres, s'entr'aider*, may be divided only as follows: *qu'en-vi-ron, hors-d'œu-vres, s'en-tr'ai-der.*

If a compound is formed with a euphonic *t* (e. g., *ira-t-il, présente-t-on*), the *t* should be made to go over.

7. Division may be made before a final mute syllable; i. e., a syllable ending in *e*, *es* (plural ending), or *ent* (third person plural ending of verbs), provided the syllable begins with a consonant: *quel-que, ri-che, au-tres, par-lent;* but *pa-yent* or *pay-ent* would be inadmissible as per rule 9.

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *alpen-stock, reichs-amt, cre-scendo, sky-scraper, Wash-ington.* Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostique, hémi-sphère, hémo-ptysies.*

9. The letters *x* and *y* may not be separated from an adjacent vowel; thus *exact* and *moyen* should not be divided, but *pay-san, ex-pert* may be divided as shown in rules 2 and 3, respectively.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-so-lu-ment	(3, 2, 2)
abs-trac-tion	(3, 3)
ad-mi-nis-tra-tion	(3, 2, 3, 2)
amé-ri-cai-nes	(2, 2, 2)
an-ti-scor-bu-ti-que	(3, 8, 3, 2, 7)
at-mos-phé-ri-que	(3, 3, 2, 7)
au-to-gno-sie	(2, 8, 2)
bi-blio-thè-que	(2, 2, 7)
bien-heu-reux	(6, 2)
caout-chou-ter	(3, 2)
cir-cons-tan-ces	(3, 3, 7)
com-pri-ma-ble	(3, 2, 7)
cons-cien-cieu-se-ment	(3, 3, 2, 2)
cons-ti-tu-tion-nel	(3, 2, 2, 3)
des-cen-dant	(3, 3)
des-crip-tion	(3, 3)
dia-gnos-ti-quer	(8, 3, 2)
dis-ci-pli-ner	(3, 2, 2)
en-tr'ac-cor-der	(3, 3, 3)
exe-cu-ti-ves	(2, 2, 7)
ex-haus-se-ment	(3, 3, 2)
exo-cel-lu-lai-res	(2, 3, 2, 7)
ex-tra-or-di-nai-res	(3, 4, 3, 2, 7)
gym-no-sper-mes	(3, 8, 7)
hé-té-ro-doxie	(2, 2, 2)
hy-dro-sco-pie	(2, 8, 2)
ig-ni-tion	(3, 2)
inex-pug-na-ble	(3, 3, 7)
ins-pi-ra-tion	(3, 2, 2)
ins-tan-ta-née	(3, 3, 2)
ins-truc-tion	(3, 3)
in-tro-duc-tion	(3, 2, 3)
Ja-ma-ï-que	(2, 4, 7)
Kam-tchat-ka	(8, 3)
ki-lo-mé-tri-que	(2, 2, 2, 7)
ma-la-droi-te-ment	(2, 2, 2, 2)
ma-nus-crits	(2, 3)
mi-cro-sco-pi-que	(2, 8, 2, 7)
non-ac-ti-vi-té	(6, 3, 2, 2)
no-nobs-tant	(2, 3)
ob-jec-ti-vi-té	(3, 3, 2, 2)
obli-ga-tion	(2, 2)
obs-cu-ri-té	(3, 2, 2)
per-cep-ti-ble	(3, 3, 7)
pé-remp-tion	(2, 3)
pré-oc-cu-pa-tion	(4, 3, 2, 2)
pro-blè-mes	(2, 7)
pro-pre-ment	(2, 2)
pros-crip-tion	(3, 3)
pros-pé-ri-té	(3, 2, 2)
sub-cons-cience	(3, 3)
su-bor-don-ner	(2, 3, 3)
su-bro-ger	(2, 2)
subs-tan-tiel	(3, 3)

Stress and diacritics

In French, words do not have any syllabic stress, each syllable being uttered with almost equal force with a slight stress falling on the last.

The diacritics used in French are the acute, the circumflex, the grave, the dieresis (trema), and the cedilla.

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[2] The practice as to rule 5 varies among French printers, some dividing phonetically or etymologically, according to convenience. The Dictionnaire français Illustré (Librarie R. Simon), however, follows the uniform practice of dividing words only phonetically: *des-cription, dé-sordre, ins-tance, ins-trument, ma-lencontre, sous-crit, su-borner.* The rule given in the text conforms to this practice.

The circumflex occurs on all the vowels. It may indicate that an *s* followed the vowel in Old French, as in *île* from *isle*, island, and *pâté* from *paste*, paste; it may distinguish homonyms like *dû* (due) and *du* (of the); *â, ê, ô* may represent vowels longer than those spelled *a, e, o*, as in *âne, bête, môle.*

The acute accent occurs only on the *e; é* represents a close *e* sound, more like the *a* in late than the *e* in met. It will be found on an *e* followed by a single consonant or digraph or consonantal unit, followed by a vowel as in *érable, église, étrenne.* It will not be on an *e* followed by two consonants (i. e., two consonants which do not form a digraph or consonantal unit), as in *esclaves, elbeuf.* The letter *é* is common at the end of words (*été, passé*), and frequently initially, and medially as well, under the conditions already stated.

The grave accent occurs on *a*, *e*, and *u*. One of its functions is to distinguish homonyms: *a* (has) and *à* (to); *des* (of the) and *dès* (since); *ou* (or) and *où* (where). Far more frequent is the occurrence of *è*, indicating an open *e* sound, more like the *e* in met than the *a* in late. It occurs in one-syllable words in which mute *e* is the last letter, and a single consonant or digraph, or consonantal unit, is the next-to-last letter, as *ère, lèvre, sèche;* in word-final syllables like *-ère, -ière, -ègre, -èble, -èvre, -èdre, -ères, -ières, -ègres*, etc.; occasionally, in a word ending in *es*, to indicate that the *e* is not silent, as in *progrès, succès.*

The dieresis occurs on the second of two consecutive vowel letters to indicate that the sequence does not have its usual value.

ai as *e* in met (*plaisir*)
ei as *e* in met (*reine*)
oi as *wa* in watt (*toi*)
œ as *u* in fur (*œil*)
gue as *g* in go plus mute *e* in vague
gui as *g* in go plus *ee* as in meet (*guide*); sometimes *g* as in go plus *we* as in we (*aiguille*)
aï as *a* in watt plus *ee* as in meet (*naïf*)
eï as *e* in met plus *ee* as in meet
oï as *o* in for plus *ee* as in meet (*colloïde*)
oë as *o* in for plus *a* as in late (*canoë*); as *o* in for plus *e* as in met (*noël*)
guë as *g* in go plus *u* as in German *ü* plus mute *e* (*aiguë*)
guï as *g* in go plus *u* as in German *ü* plus *ee* as in meet (*contiguïté*)

The cedilla occurs under the letter *c* before *a*, *o*, or *u*, to indicate that *c* is pronounced like *s; reçu*, received.

Capitalization

Capitalization is similar to that in English, except that proper adjectives, names of months, days of the week, titles, and the personal pronoun *je* (I) are not capitalized. In proper names of persons taken from the Italian the article is lowercased: *le Dante;* otherwise capitalized: *La Fayette.* In names of places the article is lowercased: *le Havre.*

Use roman small caps for the centuries: XIX^{e} siècle.

Capitalize the following: Years of the Republican calendar (*l'An IV*), acts of plays (*l'Acte V*), volumes of books (*Tome IX*), titles of rulers (*Louis XIV*), and the numbered divisions of Paris (*le XV^{e} Arrondissement*).

Capitalize the first word and all proper nouns in the title of a book. If the title commences with *Le, La, Les, Un,* or *Une*, capitalize also the second word. Examples: *Origines du culte chrétien; Les Origines du culte; La Reine Margot.*

In vivid personifications the nouns personified are capitalized, as *Ici habite la Mort* (Death abides here).

Historical events (*la Révolution*) also take the capital.

The term "street" and its synonyms are lowercased, as *rue de la Nation, avenue de l'Opéra, route Saint-Denis, boulevard Saint-Laurent.*

Observe the forms used in the following terms: *l'Académie française; la Légion d'honneur; Louis le Grand; son Éminence; l'Église,* when referring to the church as an institution; and *l'État*, when denoting the nation, as *le Corps d'État, le Conseil d'État.*

It is a rule among French printers that the preposition *à* (to) when capitalized is set without the accent.

Punctuation and hyphenation

Punctuation is practically the same as in English.

The apostrophe indicates elision, usually of mute *e: l'ami* for the nonexistent form *le ami.*

The hyphen is used much more widely than in English, and care should be exercised not to mistake the marginal hyphen in copy used orthographically as one of syllabification. The various orthographic uses of the hyphen are as follows:

1. Between verbs and the pronouns in questions: *Parlais-je?* Did I speak?
2. Between verbs and object pronouns: *Parlez-moi*, speak to me.
3. Between verbs and the particles *en*, *y*, *ce*, *on:* *Portez-leur-en*, bring them some.
4. On each side of the euphonic *t:* *A-t-il?* Has he? *Parla-t-elle?* Did she speak?
5. Before *ci* and *là:* *celui-ci*, this one.
6. After *entre* in all reciprocal verbs: *s'entre-quereller*, to quarrel with one another.
7. Between *demi* and its noun: *une demi-heure*, half an hour.
8. In compound nouns and adjectives, especially with prepositional particles: *arc-en-ciel*, rainbow; *nouveau-né*, newborn.
9. In spelled numbers. (See p. 395.)
10. In geographic names: *Saint-Valéry-en-Caux*, *Fontaine-le-Dun*.

Abbreviations

a.	accepté, accepted
a. c.	année courante, current year
art.	article, article
av.	avec, with
b. à p.	billets à payer, bills payable
b. à r.	billets à recevoir, bills receivable
B. B.	billet de banque, banknote
c. (c^{es})	centime (centimes), centime (centimes)
c.-à-d.	c'est-à-dire, that is
ch.	chapitre, chapter
ch. de f.	chemin de fer, railway
cie[3]	compagnie, company
Cte	Comte, count
E. O. O. E.	erreurs ou omissions exceptées, errors or omissions excepted
f., fr.	franc, franc
h.	heure, hour
in-f^{o}	in folio, folio
J.-C.	Jésus-Christ, Jesus Christ
M.	Monsieur, Mr.
Mgr	monseigneur, my lord
N.-D.	Notre-Dame, Our Lady
N.-S.	Notre-Seigneur, Our Lord
p. ex.	par exemple, for instance
p. f. s. a.	pour faire ses adieux, to say goodby
R. F.	République française, French Republic
R. S. V. P.	Répondez s'il vous plaît, an answer is requested
S. A. R.	Son Altesse Royale, His Royal Highness
sc.	scène, scene
S. Exc.	Son Excellence, His Excellency
S. M.	Sa Majesté, His (Her) Majesty
Soc. an^{e}	Société anonyme, limited company
S. S.	Sa Sainteté, His Holiness
s. v. p.	s'il vous plaît, if you please
t.	tome, book
tît.	tître, title
voy., v.	voyez, voir, see
vve	veuve, widow
&	et, and
1er	premier (*m.*), first
1^{ere}	première (*f.*), first
II^{e}, 2^{e}	deuxième, second

Abbreviations of metric terms

Mm.	mégamètre
hkm.	hectokilomètre
mam.	myriamètre
km.	kilomètre
hm.	hectomètre
dam.	décamètre
m.	mètre
dm.	décimètre
cm.	centimètre
mq.	mètre carré
mm.	millimètre
mmq.	millimètre carré
mmc.	millimètre cube
ha.	hectare
a.	are
ca.	centiare
dast.	décastère
st., m^3	stère
dst.	décistère
t.	tonne
q.	quintal
kg.	kilogramme
hg.	hectogramme
dag.	décagramme
g.	gramme
dg.	décigramme
cg.	centigramme
mg.	milligramme
kl.	kilolitre
hl.	hectolitre
dal.	décalitre
l.	litre
dl.	décilitre
cl.	centilitre
ml.	millilitre

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[3] It will be noted that the period is not used where the last letter in the abbreviation is the last letter of the complete word.

Cardinal numbers

un, *m.* une, *f.*	one	soixante et onze	seventy-one
deux	two	soixante-douze	seventy-two
trois	three	soixante-treize	seventy-three
quatre	four	soixante-quatorze	seventy-four
cinq	five	soixante-quinze	seventy-five
six	six	soixante-seize	seventy-six
sept	seven	soixante-dix-sept	seventy-seven
huit	eight	soixante-dix-huit	seventy-eight
neuf	nine	soixante-dix-neuf	seventy-nine
dix	ten	quatre-vingt(s)	eighty
onze	eleven	quatre-vingt-un	eighty-one
douze	twelve	quatre-vingt-deux	eighty-two
treize	thirteen	quatre-vingt-trois	eighty-three
quatorze	fourteen	quatre-vingt-quatre	eighty-four
quinze	fifteen	quatre-vingt-cinq	eighty-five
seize	sixteen	quatre-vingt-six, etc.	eighty-six, etc.
dix-sept	seventeen	quatre-vingt-dix	ninety
dix-huit	eighteen	quatre-vingt-onze, etc.	ninety-one, etc.
dix-neuf	nineteen	quatre-vingt-dix-sept	ninety-seven
vingt	twenty	quatre-vingt-dix-huit	ninety-eight
vingt et un	twenty-one	quatre-vingt-dix-neuf	ninety-nine
vingt-deux, etc.	twenty-two, etc.	cent	hundred
trente	thirty	cent un, etc.	one hundred and one, etc.
trente et un	thirty-one	deux cent(s), etc.	two hundred, etc.
trente-deux, etc.	thirty-two, etc.	mille (mil)	thousand
quarante	forty		
cinquante	fifty		
soixante	sixty		
soixante-dix	seventy		

Ordinal numbers

premier, *m.* première, *f.*	first	septième huitième	seventh eighth
second, *m.;* seconde, *f.* deuxième	second	neuvième dixième	ninth tenth
troisième	third	onzième, etc.	eleventh, etc.
quatrième	fourth	vingt et unième	twenty-first
cinquième	fifth	vingt-deuxième, etc.	twenty-second, etc.
sixième	sixth	centième	hundredth

Months

janvier (janv.)	January	juillet (juil.)	July
février (fév.)	February	août	August
mars	March	septembre (sept.)	September
avril (av.)	April	octobre (oct.)	October
mai	May	novembre (nov.)	November
juin	June	décembre (déc.)	December

Days

dimanche	Sunday	jeudi	Thursday
lundi	Monday	vendredi	Friday
mardi	Tuesday	samedi	Saturday
mercredi	Wednesday		

Seasons

printemps	spring	automne	autumn
été	summer	hiver	winter

Time

heure	hour	mois	month
jour	day	saison	season
semaine	week	année	year

REFERENCES.—Jeanne Vidon Varney, Pronunciation of French (1940); Denœu and Hall, Spoken and Written French (1946); Claude Augé, Nouveau Petit Larousse Illustré (most recent edition).

GERMAN

Wenn aber auch der Charakter verſchiedener Weltgegenden von allen äußeren Erſcheinungen zugleich abhängt; wenn Umriß der Gebirge, Phyſiognomie der Pflanzen und Tiere, wenn Himmelsbläue, Wolkengeſtalt und Durchſichtigkeit des Luftkreiſes den Totaleindruck bewirken: ſo iſt doch nicht zu leugnen, daß das Hauptbeſtimmende dieſes Eindrucks die Pflanzendecke iſt. Dem tieriſchen Organiſmus fehlt es an Masse; die Beweglichkeit der Individuen und oft ihre Kleinheit entziehen ſie unſern Blicken. Die Pflanzenſchöpfung dagegen wirkt durch ſtetige Größe auf unſere Einbildungskraft.—Alexander von Humboldt, *Ansichten der Natur*, vol. II, p. 20 f. (1849).

Alphabet and pronunciation[1]

A	a	short and long: between *a* in hat and *a* in calm
Ä	ä	short: *e* in bet; long: *e* in there or *a* in bad
B	b	*b;* at end of word or syllable, as *p* in lip
C	c	before *e, i,* and usually *y,* as *ts* in bits; before other vowels, as *c* in can (=*k*)
D	d	*d;* at end of word or syllable, as *t* in hit
E	e	short: *e* in bet; long: somewhat like *a* in gate; in unstressed syllables, like *e* in basket
F	f	*f*
G	g	*g;* at end of word after *i,* many Germans pronounce *g* like German *ch* (see under Consonant sequences)
H	h	*h;* at end of word or syllable or before consonant, merely shows that preceding vowel is long
I	i	short: *i* in bit; long: *ee* in meet
J	j	*y* in yes
K	k	*k*
L	l	*l* in million
M	m	*m*
N	n	*n*
O	o	short: between *o* in not and *u* in nut; long: *o* in tone
Ö	ö	short: *u* in hut; long (tongue in long *e* position, lips in long *o* position): *u* in hurt or *eu* in French peu
P	p	*p;* after initial *s,* as *p* in spin
Q	q	*k; qu* pronounced as *kv*
R	r	*r* in three, or *r* in Parisian French; at end of word or syllable, usually as *a* in via
S	ſ s	before vowel, as *z* in zoo or *s* in rose; at end of word, as *s* in miss; before *p* or *t* at beginning of word, as *sh* in ship
T	t	*t;* after initial *s,* as *t* in stop
U	u	short: *oo* in cook; long: *u* in flu

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[1] All German vowels are pronounced short or long. German spelling does not consistently indicate vowel quantity, but two dependable conversion rules may be mentioned. A double vowel and a vowel followed by a single consonant are pronounced long; a single vowel followed by a double consonant is pronounced short. Consonant quantity is fairly stable; a double consonant does not indicate a lengthened sound.

𝔘̈	𝔲̈	short: tongue in short *u* position, lips in short *i* position; long (tongue in long *u* position, lips in long *i* position): *u* in French mur
𝔙	𝔳	*f* at beginning and end of words; elsewhere usually *v*
𝔚	𝔴	*v*
𝔛	𝔵	*x* (=*ks*)
𝔜	𝔶	short and long: as German *i* or German *ü;* occasionally (before vowel) as *y* in yet
ℨ	𝔷	*ts* in bits

Special characters

German traditionally uses the Fraktur alphabet (German text). Note the following somewhat similar characters: 𝔄 𝔘, 𝔅 𝔙, ℭ 𝔈, 𝔑 ℜ, 𝔇 𝔒 𝔔, and 𝔣 ſ. Texts in specialized fields, but increasingly also literature of general appeal, periodicals, and portions of daily papers are printed in the Latin alphabet, with the following special characters, called umlauts: Ä ä, Ö ö, and Ü ü.

The Fraktur alphabet employs also four ligatures: ch (*ch*), ck (*ck*), ß (*ß, ss*), and tz (*tz*). According to German typography, ligatures may not be replaced by their respective individual characters ch, ck, ſz, tz. In syllabification, tz may be divided, ch and ß may never be divided, and ck, if division is called for, must be changed to k-k. This is because the character c may never end a word or a syllable and, hence, may not terminate a line.

When German is set in Latin characters, the only ligature employed is ß; the other ligatures are represented by their respective individual characters. When ß is not available, it may be replaced by *ss*. Some printers use *sz* instead, but this practice is not recommended.

Transliteration of *s, ss,* and *tz*

In resetting matter from Latin characters into Fraktur, the rules for treating *s, ss,* and *tz* are as follows:

The single *s* is transliterated s:

(*a*) At end of a word: *Haus*=Haus.

(*b*) At end of a compound element: *Dienstag*=Dienstag.

(*c*) Before a suffixed element: *Bosheit*=Bosheit.

(*d*) In some words of foreign origin (the dictionary is the only sure guide to these): *Diskant*=Diskant.

In all other cases a single *s* is transliterated ſ.

The *ss* is transliterated ß:

(*a*) At end of a word: *Fluss*=Fluß.

(*b*) At end of a compound element: *Gusseisen*=Gußeiſen.

(*c*) Before a suffixed element: *hässlich*=häßlich.

(*d*) Before any consonant: *fasste*=faßte.

(*e*) Between two vowels, if the first vowel is long or a long diphthong (the dictionary is the only sure guide to these): *grüssen*=grüßen.

(*f*) In the prefix *miss: missachten*=mißachten.

In all other cases *ss* is transliterated ſſ.

The *tz* is transliterated tz: trotz=trotz; but when *tz* belong to different components of a derivative, they are transliterated tz: entzücken=entzücken, achtzehn=achtzehn.

Transliteration of 𝔍

In resetting matter from Fraktur characters into Latin, 𝔍 is transliterated *I* if it stands before a consonant and *J* if it stands before a vowel.

NOTE.—As most work in this Office is of a technical, legal, or scientific nature and is mostly set in Latin characters, the remainder of this section will also be in Latin characters.

Vowels and consonants

The vowels are *a, e, i, o, u,* and *y* (including the umlauts *ä, ö,* and *ü*). The other letters of the alphabet are consonants.

Vowel sequences (diphthongs)

The diphthongs and their sounds are:

aa as German long *a*
ai as *ai* in aisle
au as *ou* in our
äu as *oi* in noise
ee as German long *e*
ei as *ai* in aisle
eu as *oi* in noise
ie as German long *i*
oo as German long *o*

To the *ie* there are a few exceptions, as in a few words *ie* is not a diphthong but the two letters are sounded separately, as *ee-uh.* These exceptions occur usually at the end of words of foreign origin, the *ie* being equivalent to the Latin *ia: Linie, Materie, Julie,* etc.

To the above diphthongs should be added also *ae, oe,* and *ue,* which are sometimes used in place of *ä, ö,* and *ü,* respectively, and are sounded as *ä, ö, ü.*

Consonant sequences (digraphs)

The digraphs and their sounds are:

ch as *ch* in Scotch loch
ph as English *ph=f*
sch as *sh* in shall
th as *t*

The sound for *ch* may be approximated by making a strong *h* sound. In words of Latin origin, *ch* is pronounced like *k.* The digraph *sch* must be distinguished from the mere coincidental juxtaposition of those letters, pronounced like *s* and *ch* separately: *Biß-chen,* little bit; *Fäß-chen,* little barrel; *Häus-chen,* little house.

Consonantal units

The combinations *qu* (pronounced *kv*), *st,* and *ß* are treated as consonantal units. Some editors treat *pf* as a consonantal unit, especially after another consonant; but this is not favored by Duden, Rechtschreibung der deutschen Sprache, which divides *kämp-fen, karp-fen, stup-fen* as indicated.

When *ß* is replaced by *ss, ss* is divided.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *le-ben, lie-ben, wa-chen, wa-schen, mei-sten, gro-ßen, re-qui-sit.*

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *Mut-ter, Was-ser, stimm-ten, kämp-fen, wün-schen, Fen-ster, Pfing-sten.*

4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *Oze-an, Trau-ung.*

5. Certain adverbial prefixes are kept intact. These are: *ab, an, auf, aus, be, bei, durch, ein, emp, ent, er, fort, ge, her, hin, hinter, in, miß, mit, nach, nieder, ob, um, un, unter, ver, vor, weg, wider, wieder, zer, zu, zurück,* and *zusammen: ab-ändern, An-erbe, auf-arbeiten,* etc.

6. Certain suffixes are kept intact. These are: *artig, chen, haft, heit, schaft,* and *tum: eigen-artig, Sus-chen, Knapp-heit, Wachs-tum.*

7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *alt-italisch, Tür-angel.* The compounding *r* and *s,* if used, are kept with the preceding component: *dar-auf, wor-auf, Redens-art, Orts-angabe.*

8. Foreign words and components of foreign words follow the conventions of the language of origin: *Repu-blik, Hy-drant, Kre-scendo, Wash-ington, Shake-speare.* Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *Dia-gnose, Mikro-skop.*

9. When division is made on or before a syllable from which a letter was elided, the letter is restored to render the syllable integral: *glitschst* is divided *glit-schest, Luftschiffahrt* is divided *Luftschiff-fahrt;* and when the double consonant *ck* is divided, the *c* is changed to *k,* thus *Hacke* and *Zucker* are divided *Hak-ke* and *Zuk-ker.* It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Ab-trei-bung	(5, 2)
Ame-ri-ka-ni-sche	(2, 2, 2, 2)
Amts-an-tritt	(7, 5)
an-ord-nen	(5, 3)
Auf-pflan-zung	(5, 3)
Aus-zah-lung	(5, 3)
bei-tra-gen	(5, 2)
Be-ob-ach-tung	(5, 5, 3)
be-quem-lich-keit	(2, 3, 3)
bläs-chen-för-mi-ge	(3, 7, 3, 2)
dar-ein-schla-gen	(7, 5, 2)
deut-sche	(2)
Deutsch-land	(7)
Dienst-al-ter	(7, 3)
durch-ar-bei-ten	(5, 3, 2)
ein-spre-chen	(5, 2)
emp-fäng-lich	(5, 3)
eng-li-sche	(3, 2)
ent-spre-chen	(5, 2)
er-schrek-lich	(5, 3)
eu-ro-pä-i-sche	(2, 2, 4, 2)
Far-ben-auf-trag	(3, 7, 5)
Fin-ster-nis	(3, 3)
fort-ar-bei-ten	(5, 3, 2)
fünf-und-zwan-zig	(7, 7, 3)
ge-brau-chen	(5, 2)
her-aus-zie-hen	(5, 5, 2)
hin-ar-bei-ten	(5, 3, 2)
hin-ter-brin-gen	(3, 5, 3)
In-an-spruch-nah-me	(5, 5, 7, 3)
in-ein-an-der	(5, 5, 3)
In-ter-es-se	(3, 8, 3)
Jah-res-tag	(3, 7)
Ka-me-ra-den	(2, 2, 2)
Leb-haf-tig-keit	(3, 3, 3)
Maß-sy-stem	(7, 2)
me-di-zi-ni-sche	(2, 2, 2, 2)
Miß-er-folg	(5, 3)
mit-hel-fen	(5, 3)
mitt-le-rer	(3, 2)
Nach-ord-nung	(5, 3)
ne-ben-an	(2, 7)
nie-der-bre-chen	(2, 5, 2)
nied-rig-ste	(3, 3)
Oberst-stabs-arzt	(7, 7)
Ob-lie-gen-heit	(5, 2, 3)
ord-nungs-mä-ßig	(3, 7, 2)
Orts-an-ga-be	(7, 5, 2)
öster-rei-chi-sche	(7, 2, 2)
ost-in-di-sche	(7, 3, 2)
pas-sie-ren	(3, 2)
pflicht-schul-dig	(7, 3)
Plan-wirt-schaft	(7, 6)
Platz-an-wei-sung	(7, 5, 2)
plat-zen-de	(3, 3)
Rat-haus-saal	(7, 7)
rech-ter-seits	(3, 3)
recht-fer-ti-gen	(7, 3, 2)
Rechts-ge-schich-te	(7, 2, 3)
re-pu-bli-ka-nisch	(2, 8, 2, 2)
Sach-ver-zeich-nis	(7, 5, 3)
schwei-ze-ri-sche	(2, 2, 2)
Selbst-ach-tung	(7, 3)
Selb-stän-dig-keit	(7, 3, 3)
sy-ste-ma-ti-sche	(2, 2, 2, 2)
über-ein-kom-men	(5, 5, 3)
um-än-dern	(5, 3)
un-ab-hän-gig	(5, 5, 3)
Un-ter-ab-tei-lung	(3, 5, 5, 2)
ver-ei-nig-te	(5, 2, 3)
Vor-an-schlag	(5, 5)
weg-schlei-chen	(5, 2)
Werk-ar-beit	(7, 3)
wi-der-spre-chen	(2, 5, 2)
Wie-der-ab-druck	(2, 5, 5)
Wirt-schaf-ten	(6, 3)
zer-split-tern	(5, 3)
zu-dre-hen	(5, 2)
zu-rück-er-o-bern	(2, 5, 5, 2)
zu-sam-men-flie-ßen	(2, 3, 5, 2)

Diacritics and stress

Other than the umlauts, no diacritical marks are used in German. The chief stress falls on the root syllable in simple words (*SINGen*, to sing), and on the leading component, usually the first, in compound words (*FESTland*, mainland). Words of foreign origin have their own characteristic stress.

Capitalization

With the exception of the following, capitalization conventions are the same as in English:

1. All nouns and words used as nouns are capitalized:[1] *das Geben*, the giving; *die Armen*, the poor.
2. Proper adjectives are lowercased: *die deutsche Sprache*, the German language.
3. Adjectives derived from personal names are capitalized: *die Lutherische Übersetzung*, Luther's translation; but when used descriptively, lowercased: *die lutherische Kirche*, the Lutheran Church; *ciceronische Beredsamkeit*, Ciceronic eloquence.
4. The pronouns *Sie*, you, *Ihr*, your, and *Ihnen*, to you, are capitalized, but not *ich*, I.

In solid matter, where the umlaut on capital letters is likely to cause trouble in alinement, it will be omitted and a lowercase *e* added after the capital, as *Ae* (*Aerger*), *Oe* (*Oel*), *Ue* (*Ueber*).

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[1] In the interest of simplicity, works in philology and bibliography often allow all common nouns to go lowercase.

Punctuation and hyphenation

Punctuation is practically as in English. The comma, however, is used to set off subordinate clauses of all kinds; e. g., *ich glaube, daß er kommen wird,* I believe that he will come.

In series of words made up of two parts, where one part is common to both words, the hyphen is used as follows: *Feld- und Gartenfrüchte* (field- and garden produce), the word *früchte* being common to both *Feld* and *Garten;* but *Haftpflicht-Versicherungsgesellschaft und -Versicherte* (liability-insurance company and -insured), because *Haftpflicht* is common to both *Versicherungsgesellschaft* and *Versicherte.*

Abbreviations

a.	an, am, an der, on (the), at (the)
a. a. O.	am angeführten Ort, in the place cited (loc. cit.)
Abb.	Abbildung, illustration, figure
Abk.	Abkürzung, abbreviation
Abt.	Abteilung, section
a. d.	an der, on the
a. D.	an der Donau, on the Danube; ausser Dienst, retired
Adr.	Adresse, address
A. G.	Aktiengesellschaft, joint-stock company
allg.	allgemein, general(ly)
a. M.	am Main, on the Main
Anm.	Anmerkung, note
a. O.	an der Oder, on the Oder
a. Rh.	am Rhein, on the Rhine
Art.	Artikel, article
b.	bei, near, with
bes.	besonders, especially
betr.	betreffs, betreffend, concerning
bez.	bezüglich, respecting
bezw., bzw.	beziehungsweise, respectively
Bez.	Bezirk, district
Blg.	Beilage, enclosure
b. w.	bitte wenden, please turn page
ca.	circa, zirka, about
d. Ä.	der Ältere, Sr.
dgl., drgl.	dergleichen, similar things, the like
d. h.	das heisst, that is
d. i.	das ist, that is, i. e.
d. J.	der Jüngere, junior; dieses Jahres, of this year
DM	Deutsche Mark, mark (after World War II)
d. M.	dieses Monats, of the . . . instant
do.	ditto, the same
Dr.	Doktor, doctor
D. R. P.	Deutsches Reichspatent, German patent
Dtzd.	Dutzend, dozen
einschl.	einschliesslich, including, inclusive
entspr.	entsprechend, corresponding
e. V.	eingetragener Verein, incorporated club
evtl.	eventuell, perhaps, possibly
ff.	folgende (Seiten), following (pages)
F. f.	Fortsetzung folgt, to be continued
Forts.	Fortsetzung, continuation
geb.	geboren, born; geborene, née
Gebr.	Gebrüder, brothers
gef., gefl.	gefälligst, kindly
gegr.	gegründet, founded
ges. gesch.	gesetzlich geschützt, registered trademark
gest.	gestorben, deceased
G. m. b. H.	Gesellschaft mit beschränkter Haftung, corporation with limited liability
hrsg.	herausgegeben, edited
i.	in, im, in, in the
Ing.	Ingenieur, engineer
inkl.	inklusive, inclusive, included
insb.	insbesondere, especially
Kap.	Kapitel, chapter
kgl.	königlich, royal
Kl.	Klasse, class
Km.	Kilometer, kilometer
Komp.	Kompanie, company
Kr.	Kreis, district
lfd.	laufend, current
M.	Mark, mark (coin)
Nachf., Nfg.	Nachfolger, successor(s)
nachm., nm.	nachmittags, p. m., afternoon
näml.	nämlich, (and) you see, namely
NB	(nota bene) beachte, note, observe
n. Chr.	nach Christus, A. D.
n. F.	neue Folge, new series
No., Nr., Nro.	Numero, number
No., Ntto.	Netto, net
od.	oder, or
ö., österr.	österreichisch, Austrian
p. A.	per Adresse, care of (c/o)
Pf.	Pfennig, penny
Pfd.	Pfund, pound
pr., preuss.	preussisch, Prussian
resp.	respektiv, respectively
rglm.	regelmässig, regular
RM	Reichsmark, mark (before World War II)

Abbreviations—Continued

S.	Seite, page
s.	siehe, see (cf.)
sel.	selig, deceased, late
Skt., St.	Sankt, Saint
s. o.	siehe oben, see above
sog.	sogenannt, so called
St.	Stück, individual piece
staatl.	staatlich, State or Federal
Str.	Strasse, street
s. u.	siehe unten, see below
teilw.	teilweise, partly
u.	und, and
u. a.	und andere, and others; unter anderem, among other things; unter andern, among others
u. a. m.	und andere mehr, and many others
U. A. w. g.	Um Antwort wird gebeten, an answer is requested
u. s. w.	und so weiter, and so forth, etc.

v.	(vide) siehe, see (cf.); von, of, from
v. Chr.	vor Christus, B. C.
Verf.	Verfasser, author
Verl.	Verleger, publisher
vgl.	vergleiche, compare
v. H.	vom Hundert, percent
v. J.	vorigen Jahres, of last year
v. M.	vorigen Monats, of last month
vm., vorm.	vormittags, a. m., morning
Vors.	Vorsitzender, chairman
w. o.	wie oben, as above
Wwe.	Witwe, widow
z.	zu, zum, zur, to, to the
z. B.	zum Beispiel, for example
z. H.	zu Händen, attention of
Zs.	Zeitschrift, periodical
z. T.	zum Teil, in part
zus.	zusammen, total, together
z. Z.	zur Zeit, at the time, acting (e. g., secretary)

Cardinal numbers

eins	one
zwei	two
drei	three
vier	four
fünf	five
sechs	six
sieben	seven
acht	eight
neun	nine
zehn	ten
elf	eleven
zwölf	twelve
dreizehn	thirteen
vierzehn	fourteen
fünfzehn	fifteen
sechzehn	sixteen
siebzehn	seventeen
achtzehn	eighteen
neunzehn	nineteen

zwanzig	twenty
einundzwanzig	twenty-one
zweiundzwanzig	twenty-two
dreiundzwanzig,[2] etc.	twenty-three, etc.
dreißig	thirty
vierzig	forty
fünfzig	fifty
sechzig	sixty
siebzig	seventy
achtzig	eighty
neunzig	ninety
hundert	hundred
hundertundeins[2]	one hundred and one
hundertundzwei, etc.	one hundred and two, etc.
zweihundert, etc.	two hundred, etc.
tausend	thousand

Ordinal numbers

erste	first
zweite	second
dritte	third
vierte	fourth
fünfte	fifth
sechste	sixth
siebente, siebte	seventh
achte	eighth
neunte	ninth
zehnte	tenth
elfte	eleventh
zwölfte	twelfth

dreizehnte, etc.	thirteenth, etc.
zwanzigste	twentieth
einundzwanzigste	twenty-first
zweiundzwanzigste, etc.	twenty-second, etc.
dreißigste	thirtieth, etc.
vierzigste, etc.	fortieth
hundertste	hundredth
hundertunderste, etc.	one hundred and first, etc.
zweihundertste	two hundredth
tausendste	thousandth

After ordinal numbers a period is placed where in English the form would be 1st, 2d, etc., as *1. Heft; 2. Band.*

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[2] According to Duden, Rechtschreibung der deutschen Sprache, 1942, the official orthography applicable to Germany, Austria, and Switzerland, requires that not only short but also long numbers should be written in one word: *(ein)tausendneunhundertundzehn Jahre* (one thousand nine hundred and ten years), *sechzigtausendsiebenhundertachtundfünfzig Mark* (sixty thousand seven hundred fifty-eight marks); yet many orthographers prefer breaking up the compound numbers: *drei und zwanzig, hundert und eins,* etc.

Months

Januar (Jan.)	January	Juli (Jul.)	July
Februar (Feb.)	February	August (Aug.)	August
März	March	September (Sept.)	September
April (Apr.)	April	Oktober (Okt.)	October
Mai	May	November (Nov.)	November
Juni (Jun.)	June	Dezember (Dez.)	December

Days

Sonntag	Sunday	Donnerstag	Thursday
Montag	Monday	Freitag	Friday
Dienstag	Tuesday	Sonnabend, Samstag	Saturday
Mittwoch	Wednesday		

Seasons

Frühling	spring	Herbst	autumn
Sommer	summer	Winter	winter

Time

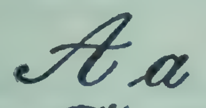
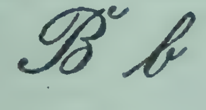
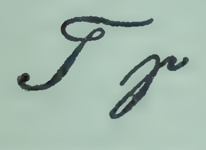
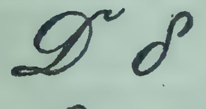
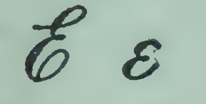
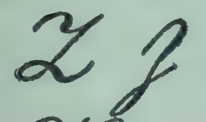
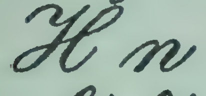
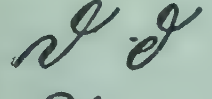
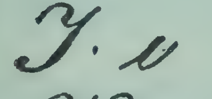
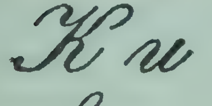
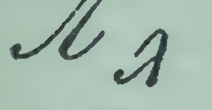
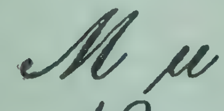
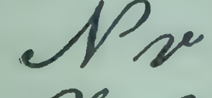
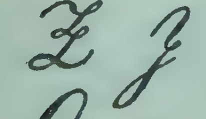
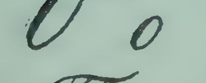
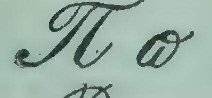
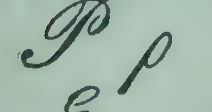
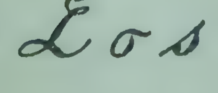
Stunde	hour	Monat	month
Tag	day	Jahr	year
Woche	week		

REFERENCES.—Der Große Duden, Rechtschreibung der deutschen Sprache und der Fremdwörter nach den für das Deutsche Reich und die Schweiz gültigen amtlichen Regeln (1942); G. O. Curme, A Grammar of the German Language (1922); Karl Breul, Heath's New German and English Dictionary (1939).

GREEK (Modern)

Ἐν πάσῃ περιπτώσει ἡ Κυβέρνησις, πρὸ τῆς νέας τροπῆς τῶν γεγονότων, εἶχε χρέος νὰ στείλῃ πρὸς πάντας εἰδοποιήσεις καὶ νὰ δώσῃ τὰς ἀπαιτουμένας ὁδηγίας.—Eleutherios G. Prebellakē, Hē Ekstrateia tou Ibraēm Pasa eis tēn Argolida.

Alphabet and pronunciation

Α	α		alpha	*a* in father; see αι, αυ, under Diphthongs
Β	β		beta	*v*
Γ	γ		gamma	*y* in yes before αι, ε, ει, η, ι, οι, υ, υι; *ng* in singer before γ, κ, ξ, χ; somewhat like *g* in go everywhere else; see γγ, γκ, under Digraphs
Δ	δ		delta	*th* in this, except in νδρ, pronounced *ndr*
Ε	ε		epsilon	*e* in met; see ει, ευ, under Diphthongs
Ζ	ζ		zeta	*z*
Η	η		eta	*ee* in eel; *y* in yet, when after a consonant and before a vowel; see ηυ, under Diphthongs
Θ	θ		theta	*th* in thin
Ι	ι		iota	*ee* in eel; *y* in yet when initial or after a consonant, before a vowel; see αι, ει, οι, υι, under Diphthongs
Κ	κ		kappa	*k;* see γκ, under Digraphs
Λ	λ		lambda	*l*
Μ	μ		mu	*m;* see μπ, under Digraphs
Ν	ν		nu	*n;* see ντ, under Digraphs
Ξ	ξ		xi	*x* (=ks)
Ο	ο		omicron	*o* in for; see οι, ου, under Diphthongs
Π	π		pi	*p;* see μπ, under Digraphs
Ρ	ρ		rho	*r*, somewhat like the Scotch trilled *r*
Σ	σ ς[1]		sigma	*z* before β, γ, δ, λ, μ, ν, ρ; *s* everywhere else

[Concluded on following page]

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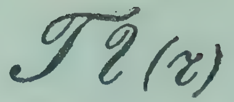
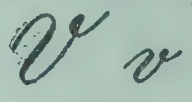
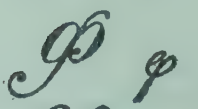
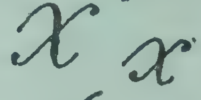
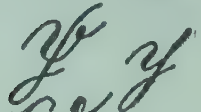
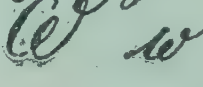
[1] The character σ is used in initial and medial positions in a word; the character ς, in the final position.

Τ	τ		tau	*t;* see *ντ*, *τζ*, *τσ*, under Digraphs
Υ	υ		upsilon	*ee* in eel; *y* in yet, after a consonant and before a vowel; see *αυ*, *ευ*, *ηυ*, *ου*, *υι*, under Diphthongs
Φ	φ		phi	*f*
Χ	χ		chi	like a strong *h* (like German *ch*)
Ψ	ψ		psi	*ps*
Ω	ω		omega	*o* in or

In connected speech, many phonetic changes occur: word-final *n* often drops or becomes *m,* and the first sound of the next word may change, for example, from *p* to *b; ts* at the beginning of a word becomes *dz* after a word ending in *n;* many other such differences in pronunciation, between an isolated word and a word in connected speech, are observable. These phenomena, however, are not reflected in the spelling.

Modern Greek uses the same alphabet as Classical Greek, but many of the letters stand for different sounds now because of the linguistic changes that have taken place since classical times. The names of the letters are given here in the usual English version of their Classical Greek form. These names are usually pronounced in English as follows: alpha (*al* as in Alfred), bayta, gamma, delta, épsilon (*o* as in don), zayta, ayta, thayta, eye-ó-ta, kappa, lamda, mew, new, zie (*ie* as in die or sigh), óm-i-kron (*o*'s as in don), pie, roe, sigma, tou (*ou* as in house), yóu-psi-lon (or úp-silon), fie, kie, sie, o-máy-ga. In Modern Greek, the letter names are pronounced ahlfa, veeta, gahma, thelta (*th* as in then), eh-psee-láwn, zeeta, eeta, theeta (*th* as in thin), yoeta, kahpa, lahmvtha (*th* as in then), mee, nee, ksee, oh-mee-kráwn, pee, ro, seeg-ma, tahv, ae-psee-láwn, fee, hee, p-see, o-mée-ga.

It is suggested that for transliterating Modern Greek names, etc., the usual transliteration of the letters be used, regardless of pronunciation: a, b, g, d, e, z, ē, th, i, k, l, m, n, x, o, p, r, s, t, u, ph, kh, ps, ō. For *β*, *v* may be used if desired. (Compare with the remarks on transliteration of Classical Greek, p. 409.)

There are two quite different styles of Modern Greek: one is an extremely formal academic style, known as katharevousa; the other, called Demotic Greek, is used by everybody in daily speech, and in modern novels, stories, poetry, and some newspapers. There are considerable differences between the two styles in grammatical structure and vocabulary, but their pronunciation and spelling are largely the same.

Special characters

Some of the letters of the alphabet have variant forms: for alpha, α and ɑ; for beta, ϐ and β; for theta, ϑ and θ; for kappa, κ and *u;* for pi, π and ϖ; for phi, φ and ϕ; for psi, ψ and *y*. These are used interchangeably.

Some Greek letters are exactly or nearly like the corresponding Latin letters: **A** ɑ, B β, δ, E ϵ, Z, I ι, K κ, M, N, O ο, ς, T τ, υ. The other letters are characteristically Greek: Γ γ, Δ, ζ, H η, Θ θ, Λ λ, μ, ν, Ξ ξ, Π π, P ρ, Σ σ, Υ, Φ ϕ, X χ, Ω ω.

Vowels

The vowels are α, ϵ, η, ι, ο, υ, and ω, including the three vowels with a subscript (ᾳ, ῃ, and ῳ), which are pronounced the same as their respective vowels without the subscript. The remaining letters are consonants.

Combinations of two vowel letters (diphthongs)

αι	as *e* in *met*
αυ	as *a* in *watt*, plus *f* before voiceless consonants (*θ*, *κ*, *ξ*, *π*, *σ*, *τ*, *φ*, *χ*, *ψ*); as *a* in *watt*, plus *v* before vowels and voiced consonants (*β*, *γ*, *δ*, *ζ*, *λ*, *μ*, *ν*, *ρ*)
ει	as *ee* in *eel; y* in *yet*, when after a consonant and before a vowel
ευ	as *e* in *met*, plus *f*, before voiceless consonants; as *e* in *met*, plus *v* before vowels and voiced consonants
ηυ	as *ee* in *eel*, plus *f*, before voiceless consonants; as *ee* in *eel*, plus *v*, before vowels and voiced consonants
οι	as *ee* in *eel; y* in *yet*, when after a consonant and before a vowel
ου	as *ou* in *group*, same as *oo* in *food*
υι	as *ee* in *eel*

Note that *ει*, *οι*, and *υι* are pronounced the same as the simple vowels *η*, *ι*, *υ*, all like *ee* in *eel.*

Combinations of two consonant letters (digraphs)

γκ	as *g* in *go* initially; *ng* in *finger*, rarely *nk* in *sink*, elsewhere
γγ	as *g* in *go* initially; *ng* in *finger*, rarely *nk* in *sink*, elsewhere
μπ	as *b* in *bet* initially; *mb* in *ember*, rarely *mp* in *empty*, elsewhere
ντ	as *d* in *did* initially; *nd* in *end*, rarely *nt* in *enter*, elsewhere
τζ	as *dz* in *adz*; *j* in *judge* in some foreign words
τσ	as *ts* in *hats*; *ch* in *chug* in some foreign words

Consonantal units

For purposes of syllabification, any combination of consonants that may begin a Greek word is a unit. Hence, the following are consonantal units:

βδ, *βλ*, *βρ*
γλ, *γν*, *γρ*
δμ, *δν*, *δρ*
θλ, *θν*, *θρ*
κλ, *κμ*, *κν*, *κρ*, *κτ*
μν
πλ, *πν*, *πρ*, *πτ*
σβ, *σθ*, *σκ*, *σμ*, *σπ*, *στ*, *στρ*, *σφ*, *σχ*
τλ, *τμ*, *τρ*
φθ, *φλ*, *φν*, *φρ*
χθ, *χλ*, *χν*, *χρ*

Also, any group of three consonants, the first two and the last two of which are units, as listed above, are likewise regarded as consonantal units. Thus, *χθρ* is a unit, because *χθ* and *θρ* are units.

Rules for syllabification

1. Diphthongs, digraphs when they represent a single sound, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, digraph, or consonantal unit: *πα-τέ-ρας*, *παι-διά*, *βί-βλος*.

3. In a group of two or more consonants, the division is made before the last consonant, digraph, or consonantal unit: *γλῶσ-σα*, *πορθ-μός*, *'Αγ-γλία*, *ἄν-θραξ*.

4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *εὐ-ειδής*, *θέ-ατρον*, *λα-ϊκός*, *οὔ-ϊα*.

5. Certain adverbial prefixes are kept intact. These are: *ἀν*, *δια*, *δισ*, *δυσ*, *εἰσ*, *ἐκ*, *ἐν*, *ἐξ*, *μισ*, *προς*, *συν*, *ὑηερ*, and *ὡσ*: *ἀν-αρχία*, *ἐξ-άδελφος*, *ὥσ-τε*.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *φιλ-άνθρωπος*, *τρισ-άθλιος*.

7. Foreign words in Greek orthography are regarded as naturalized words and divided according to rules 1 to 5: *'Αγ-γλία*, *Βα-σιγ-κτὼν*, *'Εδου-άρ-δος*; but foreign compound words are divided according to their component parts: *Τσεχο-σλοβακία*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification **rules**]

ἀγνω-στι-κός	(2, 2)	με-λαγ-χο-λία	(2, 3, 2)
αἱ-μορ-ρο-ΐ-δες	(2, 3, 4, 2)	με-τα-βάλ-λον-ται	(2, 2, 3, 3)
αἰ-σθαν-τι-κός	(2, 3, 2)	μισ-αν-θρω-πία	(5, 3, 2)
Ἀμε-ρι-κα-νός	(2, 2, 2)	μπαρ-μπέ-ρης	(3, 2)
ἀν-ω-δύ-νως	(5, 2, 2)	ναυ-αρ-χεῖ-ον	(6, 3, 4)
ἀπο-στρα-τεύ-ο-μαι	(2, 2, 4, 2)	νε-ο-ελ-λη-νι-κός	(4, 6, 3, 2, 2)
βα-σί-λει-ον	(2, 2, 4)	Οὐά-σιγ-κτων	(2, 3)
γλαύ-κω-μα	(2, 2)	πο-λι-τεῖ-αι	(2, 2, 4)
δι-ά-γνω-σις	(4, 5, 2)	πλη-ρε-ξού-σι-οι	(2, 2, 2, 4)
δισ-ε-κα-τομ-μύ-ρι-ον	(5, 2, 2, 3, 2, 4)	προσ-έγ-γι-σις	(5, 3, 2)
δύσ-καμ-πτος	(5, 3)	συμ-βαλ-λό-με-νοι	(3, 3, 2, 2)
εἰσ-έρ-χο-μαι	(5, 3, 2)	συν-οι-κέ-σι-ον	(5, 2, 2, 4)
ἐκ-λαμ-πρό-της	(5, 3, 2)	συν-ο-μο-λο-γῶ	(5, 2, 2, 2)
Ἑλ-λά-δος	(3, 2)	συ-στη-μα-τι-κός	(2, 2, 2, 2)
Ἐξ-ο-χό-τη-τα	(5, 2, 2, 2)	σχο-λαρ-χεῖ-ον	(2, 3, 4)
Ἐξ-ω-τε-ρι-κός	(5, 2, 2, 2)	σω-μα-τεμ-πο-ρία	(2, 2, 3, 2)
εὐ-ερ-γέ-της	(6, 3, 2)	σω-φρο-νι-στή-ρι-ον	(2, 2, 2, 2, 4)
Εὐ-ρω-πα-ϊ-κός	(2, 2, 4, 2)	τε-λει-ο-ποί-η-σις	(2, 4, 2, 4, 2)
Ζω-άρ-κεια	(4, 3)	τη-λέ-γραμ-μα	(2, 2, 3)
Ἠλε-κτρο-σκό-πι-ον	(2, 2, 2, 4)	τμη-μα-τάρ-χης	(2, 2, 3)
Ἡνω-μέ-ναι	(2, 2)	τρισ-ά-γι-ος	(6, 2, 4)
θε-ο-κρα-τι-κός	(4, 6, 2, 2)	τρισ-χί-λι-οι	(6, 2, 4)
ἰδι-ο-συγ-κρα-σία	(4, 6, 3, 2)	ὑπερ-ά-γα-θος	(5, 2, 2)
κα-τά-θλι-ψις	(2, 2, 2)	ὑπερ-άν-θρω-πος	(5, 3, 2)
κα-ταρ-τι-σμός	(2, 3, 2)	ὑπέρ-λαμ-προς	(5, 3)
Κων-σταν-τῖ-νος	(3, 3, 2)	φιλ-ά-δελ-φος	(6, 2, 3)
λε-ξι-κο-γρά-φος	(2, 2, 6, 2)	χα-λύ-βδι-νος	(2, 2, 2)
μα-γνη-τι-σμός	(2, 2, 2)	ψευ-δο-μάρ-τυς	(2, 2, 3)
μαι-ευ-τι-κή	(4, 2, 2)	ὠρύ-ο-μαι	(4, 2)
με-γα-λει-ό-της	(2, 2, 4, 2)	ὠφε-λι-μό-της	(2, 2, 2)

Stress and diacritics

The three accent marks used in Greek now all represent the same thing—loud stress, although in Classical Greek they are supposed to have represented different pitch accents:

1. The acute (ʹ), which may occur on the vowel, or on the second vowel of a diphthong, in any one of the last three syllables of a word.
2. The circumflex (˜, ˆ), which may occur on the vowel, or on the second vowel of a diphthong, in either of the last two syllables of a word. The circumflex never appears over ϵ or ο.
3. The grave (\`), which may occur only on the vowel, or on the second vowel of a diphthong, in the last syllable of a word; such a word must be followed directly by another word, not a period or comma.

Greek orthography also employs two "breathing" marks:

1. The rough breathing, or spiritus asper (ʽ), which occurs on an initial vowel, or on the second vowel of an initial diphthong. It has no phonetic value, although in Classical Greek it represented an *h* sound before the vowel or diphthong; in transliteration, it may be represented by *h*.
2. The smooth breathing, or spiritus lenis (’), which occurs on an initial vowel, or second vowel of an initial diphthong. It has no phonetic value, and in Classical Greek represented a lack of *h* sound before the vowel.

In text, these breathings and the grave and acute accent marks are placed above and to the left of capital vowel letters, rather than directly above.

Some words, called enclitics, may appear with no written accent at all; the word preceding an enclitic, however (unless it too is an enclitic), will always have at least one accent mark and may have two; e. g., τοιαῦτά ἐστι.

Another diacritical mark is the dieresis (trema) (¨), which occurs on the second of two vowels to indicate that they do not form a diphthong, which otherwise they would form: καϋμένος (pronounced *kaeeménos* instead of *kavménos*).

These diacritical marks may form combinations, as follows: .

῎ lenis acute
῍ lenis grave
῞ asper acute
῝ asper grave
῏ circumflex lenis
῟ circumflex asper
΅ dieresis acute
῭ dieresis grave

An iota is often placed beneath the vowel α, η, or ω, mainly to indicate a declensional or conjugational inflection: ᾑ, the nominative plural of ἡ; τιμᾷ, third person singular of τιμῶ. This iota is called iota subscript.

Capitalization

Capitalization is practically the same as in English. The pronoun of address is usually capitalized. Capital letters do not take diacritical marks. If a lowercase accented vowel is capitalized, the accent mark is dropped. An initial capital vowel, however, carries the accent mark before it. The iota subscript may be placed either beneath the vowel or changed into a regular iota and placed right after the vowel. Thus the words ἅγιος, ᾅδης, and ἀπό, if capitalized, are set ῞ΑΓΙΟΣ, ῞ᾼΔΗΣ, and ’ΑΠΟ. ῞ᾼδης may also be set ῞Αιδης.

Punctuation

The comma, the period, and the exclamation point are the same as in English and are used similarly. The semicolon and the colon are represented by a point above the line. The question mark resembles the English semicolon. The scheme for quotation marks is the same as in the western languages.

Abbreviations

Α. Ε.	*Αὐτοῦ ’Εξοχότης*, His Excellency
Α. Μ.	*Αὐτοῦ Μεγαλειότης*, His Majesty
Β. Δ.	*Βασιλικὸν Διάταγμα*, Royal Decree
βλ.	*βλέπε*, see
δηλ.	*δηλαδή*, that is, namely, to wit
δρ.	*δραχμή*, drachma
δράμ.	*δράμιον*, dram
Δ. Φ.	*Διδάκτωρ Φιλοσοφίας*, Ph. D.
Δ. Ν.	*Διδάκτωρ Νομικῆς*, LL. D.
ἔ. ἀ.	*ἔνθα ἀνωτέρω*, loc. cit.
ἰδ.	*ἰδέ*, see
Ι. Χ.	*’Ιησοῦς Χριστός*, Jesus Christ
Καθ.	*Καθηγητής*, Prof.
Κος	*Κύριος*, Mr.
Κα	*Κυρία*, Mrs.
κτλ.	*καὶ τὰ λοιπά*, etc.
κ. τ. ὅ.	*καὶ τά ὅμοια*, and the like
κφλ.	*κεφάλαιον*, chapter
λπτ.	*λεπτά*, lepta
μέρ.	*μέρος*, part
μ. μ.	*μετὰ μεσημβρίαν*, p. m.
μ. Χ.	*μετὰ Χριστόν*, A. D.
Ν. Δ.	*Νέα Διαθήκη*, New Testament; *Νομοθετικὸν Διάταγμα*, Legislative Ordinance
ν. ἡμ.	*νέον ἡμερολόγιον*, New Style
Ο′	*‘Εβδομήκοντα*, Septuagint
Π. Δ.	*παλαιὰ Διαθήκη*, Old Testament; *Προεδρικὸν Διάταγμα*, Presidential Order
πλ.	*πληθυντικός*, plural
π. μ.	*πρὸ μεσημβρίας*, a. m.
πρβλ.	*παραβάλε*, compare, cf.
π. Χ.	*πρὸ Χριστοῦ*, B. C.
π. χ.	*παραδείγματος χάριν*, for example, e. g.
σεβ.	*σεβαστός*, Hon.
σελ.	*σελίς*, page
στήλ.	*στήλη*, column
σύγκρ.	*σύγκρινε*, compare, cf.
τ. ἔ.	*τοῦτ’ ἔστιν*, that is, i. e.
τόμ.	*τόμος*, volume
Τ. Σ.	*τόπος σφραγίδος*, L. S., loco sigilli
τρ. ἔτ.	*τρέχοντος ἔτους*, current year
φ.	*φύλλον*, folio
χιλ.	*χιλιόμετρον*, kilometer

Cardinal numbers

εἷς (ἕνας), μία, ἕν(α)	one
δύο	two
τρεῖς, τρία	three
τέσσαρες, -α	four
πέντε	five
ἕξ(ι)	six
ἑπτά (ἑφτά)	seven
ὀκτώ	eight
ἐννέα	nine
δέκα	ten
ἕνδεκα	eleven
δώδεκα	twelve
δεκατρεῖς (m. and f.), *δεκατρία* (n.)	thirteen
δεκατέσσαρες (m. and f.), *δεκατέσσαρα* (n.)	fourteen
δέκα πέντε, etc.	fifteen, etc.
εἴκοσι	twenty
εἴκοσι ἕνα (m. and n.), *εἴκοσι μία* (f.)	twenty-one
εἴκοσι δύο, etc.	twenty-two, etc.
τριά(κο)ντα	thirty
σαράντα	forty
πενῆντα	fifty
ἑξῆντα	sixty
ἑβδομῆντα	seventy
ὀγδῶντα	eighty
ἐνενῆντα	ninety
ἑκατόν	one hundred
ἑκατὸν ἕνας, etc.	one hundred and one, etc.
διακόσια	two hundred
τριακόσια	three hundred
τετρακόσια, etc.	four hundred, etc.
χίλια	thousand
δύο χιλιάδες, etc.	two thousand, etc.
ἕν ἑκατομμύριον	million

NOTE.—Modern Greek uses the Arabic figures for ordinary number work. Where western languages use Roman numerals, the Modern Greek uses the same scheme of letters as used in Classical Greek. (See p. 410.)

Ordinal numbers

πρῶτος	first	*εἰκοστός*	twentieth
δεύτερος	second	*εἰκοστὸς πρῶτος*, etc.	twenty-first, etc.
τρίτος	third	*τριακοστός*	thirtieth
τέταρτος	fourth	*τεσσαρακοστός*	fortieth
πέμπτος	fifth	*πεντηκοστός*	fiftieth
ἕκτος	sixth	*ἑξηκοστός*	sixtieth
ἕβδομος	seventh	*ἑβδομηκοστός*	seventieth
ὄγδοος	eighth	*ὀγδοηκοστός*	eightieth
ἔννατος	ninth	*ἐνενηκοστός*, etc.	ninetieth, etc.
δέκατος	tenth	*ἑκατοστός*	hundredth
ἐνδέκατος	eleventh	*χιλιοστός*	thousandth
δωδέκατος	twelfth	*ἑκατομμυριοστός*	millionth
δέκατος τρίτος, etc.	thirteenth, etc.		

Months

Ἰανουάριος	January	*Ἰούλιος*	July
Φεβρουάριος	February	*Αὔγουστος*	August
Μάρτιος	March	*Σεπτέμβριος*	September
Ἀπρίλιος	April	*Ὀκτώβριος*	October
Μάϊος	May	*Νοέμβριος*	November
Ἰούνιος	June	*Δεκέμβριος*	December

Days

Κυριακή	Sunday	*Πέμπτη*	Thursday
Δευτέρα	Monday	*Παρασκευή*	Friday
Τρίτη	Tuesday	*Σάββατο(ν)*	Saturday
Τετάρτη	Wednesday		

Seasons

ἄνοιξις	spring	*φθινόπωρον*	autumn
καλοκαῖρι	summer	*χειμών (χειμῶνας)*	winter

Time

ὥρα	hour	*μῆνας*	month
ἡμέρα	day	*ἔτος*	year
ἑβδομάς	week		

REFERENCES.—K. Petraris and W. H. D. Rouse, A Handbook of the Modern Greek (1921); A. Thumb and J. Kalitsunakis, Grammatik der Neugriechischen Volkssprache (1928); Hubert Pernot, Grammaire de grec moderne (1930); I. Kykkotis, English-Greek and Greek-English Dictionary (1942); H. and R. Kahane, Ralph L. Ward, Spoken Greek (1945).

GREEK (Classical)

"Οὐκοῦν," ἔφη ὁ Σωκράτης, "εἴ γε ταῦτα τοιαῦτά ἐστι, καλῶς ἂν ἔχοι ἐξετάζειν τινὰ ἑαυτόν, πόσου ἄρα τυγχάνει τοῖς Φίλοις ἄξιος ὤν, καὶ πειρᾶσθαι ὡς πλείστου ἄξιος εἶναι, ἵνα ἧττον αυτὸν οἱ φίλοι προδιδῶσιν. ἐγὼ γάρ τοι," . . .—ΑΙ ΦΙΛΩΝ ΑΞΙΑΙ, Β′.

Alphabet and pronunciation

Α	α	alpha	long: *ah* in bah; short: *a* in watt
Β	β	beta	*b*
Γ	γ	gamma	*g* in go; *ng* in sing, before γ, κ, χ, and ξ
Δ	δ	delta	*d*
Ε	ε	epsilon	*e* in French *été;* anglicized, *e* in pet
Ζ	ζ	zeta	*z, dz,* or *zd;* anglicized, *z*
Η	η	eta	*a* in fare
Θ	θ	theta	*th* in hothouse; anglicized, *th* in thin
Ι	ι	iota	long: *i* in machine; short: *i* in pit
Κ	κ	kappa	*k*
Λ	λ	lambda	*l*
Μ	μ	mu	*m*
Ν	ν	nu	*n*
Ξ	ξ	xi	*x=ks*
Ο	ο	omicron	*o* in ghost; sometimes anglicized to *o* in on
Π	π	pi	*p*
Ρ	ρ	rho	*r*
Σ	σ ς	sigma	*s* in see
Τ	τ	tau	*t*
Υ	υ	upsilon	like German *ü* (*ee* with lips rounded as for *oo*); long: as in Hüte; short: as in Hütte; sometimes anglicized to *u* in union
Φ	φ	phi	*ph* in loophole; anglicized, *ph* in phone, =*f*
Χ	χ	chi	*ckh* in blockhouse; sometimes anglicized to *k* in king
Ψ	ψ	psi	*ps* in caps
Ω	ω	omega	*o* in or; anglicized, *o* in go

In transliteration from Classical Greek, the letters may be represented thus: a, b, g, d, e, z, ē, th, i, k, l, m, n, x, o, p, r, s, t, u, ph, kh, ps, ō; initial ῥ is transliterated by *rh*, internal ῤῥ by *rrh;* υ not following α, ε, η, ι often represented by *y* instead of *u*. It was formerly customary to latinize Classical Greek names, and this custom is still followed for most ordinary names used in English literature; in doing this, the letters are transliterated as above, except: γ is represented by *n* before γ, κ, ξ, χ; η, by *e*, but the macron is usually omitted, giving simply *e;* κ, by *c;* υ, by *y*, except after α, ε, η, ι, where it is *u;* χ, by *ch;* ω, by *o*, but the macron is usually omitted. The diphthong ει may be represented by *i* instead of *ei;* the diphthong ου may be represented by *u* instead of *ou*. The "rough breathing" is represented by *h*. The accents and other diacritical marks may be omitted, though they may be shown as ´, ^, `, ¨.

Diphthongs

αι	*ai* in aisle	αυ	*ou* in out
ει	*ei* in veil	ευ	*e* in pet, *u* in rule; often anglicized to *u* in use
οι	*oi* in oil	ου	*ou* in soup
υι	German *ü*, plus *i* in machine; often anglicized to *we* as in we		

Typography

The typography of Classical Greek now follows in the main the conventions of Modern Greek; and the rules for syllabification of Modern Greek apply to Classical Greek as well.

Cardinal numbers

α'	εἷς, μία, ἕν	one	ν'	πεντήκοντα	fifty
β'	δύο	two	ξ'	ἑξήκοντα	sixty
γ'	τρεῖς, τρία	three	ο'	ἑβδομήκοντα	seventy
δ'	τέτταρες, -ρα	four	π'	ὀγδοήκοντα	eighty
ε'	πέντε	five	ϟ'	ἐνενήκοντα	ninety
ϝ'	ἕξ	six	ρ'	ἑκατόν	hundred
ζ'	ἑπτά	seven	ρα'	ἑκατὸν καὶ εἷς, etc.	one hundred and one, etc.
η'	ὀκτώ	eight	σ'	διακόσιοι, -αι, -α	two hundred
θ'	ἐννέα	nine	τ'	τριακόσιοι, -αι, -α	three hundred
ι'	δέκα	ten	υ'	τετρακόσιοι, -αι, -α	four hundred
ια'	ἕνδεκα	eleven	φ'	πεντακόσιοι, -αι, -α	five hundred
ιβ'	δώδεκα	twelve	χ'	ἑξακόσιοι, -αι, -α	six hundred
ιγ'	τρεισκαίδεκα, etc.	thirteen, etc.	ψ'	ἑπτακόσιοι, -αι, -α	seven hundred
κ'	εἴκοσι(ν)	twenty	ω'	ὀκτακόσιοι, -αι, -α	eight hundred
κα'	εἴκοσιν εἷς, etc.	twenty-one, etc.	ϡ'	ἐννακόσιοι, -αι, -α	nine hundred
λ'	τριάκοντα	thirty	͵α	χίλιοι, -αι, -α	thousand
μ'	τετταράκοντα	forty	͵ι	μύριοι, -αι, -α	ten thousand

Ordinal numbers

πρῶτος, -η, -ον	first	δέκατος	tenth
δεύτερος, -α, -ον	second	ἑνδέκατος	eleventh
τρίτος, -η, -ον	third	δωδέκατος	twelfth
τέταρτος	fourth	τρίτος καὶ δέκατος, etc.	thirteenth, etc.
πέμπτος	fifth	εἰκοστός	twentieth
ἕκτος	sixth	εἰκοστὸς πρῶτος, etc.	twenty-first, etc.
ἕβδομος	seventh		
ὄγδοος	eighth	τριακοστός, etc.	thirtieth, etc.
ἔνατος	ninth	χιλιοστός	thousandth

These numerals, except the cardinals from 5 to 100, are regularly declinable according to the rules of the language.

The numeral characters take an acute accent after them, from 1 to 999. To place an accent below and to the left of a character multiplies it by 1000; e. g., α'=1, ͵α=1000, ͵αϡμδ'=1944.

Chronology

The ancient Greeks divided time into periods of 4 years, called Olympiads, the first year of the first Olympiad beginning in the middle of the summer of 776 B. C. Each year was divided into 12 months, but there was no division into weeks.

The seasons were called ἔαρ (ἦρ), spring; θέρος, summer; ὀπώρα, autumn, and χεῖμα (χειμών), winter.

After the rise of Roman supremacy, the Julian calendar was adopted, with the Latin month names transliterated. After the advent of Christianity, the weekly system was adopted, with names of the days as in Modern Greek.

Months

Ἑκατομβαιών	Hecatombaion	About July
Μεταγειτνιών	Metageitnion	August
Βοηδρομιών	Boëdromion	September
Πυανεψιών	Pyanepsion	October
Μαιμακτηριών	Maimacterion	November
Ποσειδεών	Poseideon	December
Ποσειδεών δεύτερος	Second Poseideon	In leap years only
Γαμηλιών	Gamelion	January
Ἀνθεστηριών	Anthesterion	February
Ἐλαφηβολιών	Elaphebolion	March
Μουνυχιών	Mounichion	April
Θαργηλιών	Thargelion	May
Σκιροφοριών	Skirophorion	June

The modern equivalents are, of course, only approximate, as the Greeks had not calculated the year as accurately as more modern mathematicians have. The first day of Hecatombaion was intended to fall upon the summer solstice, but it actually varied from the middle of June to the first week in August.

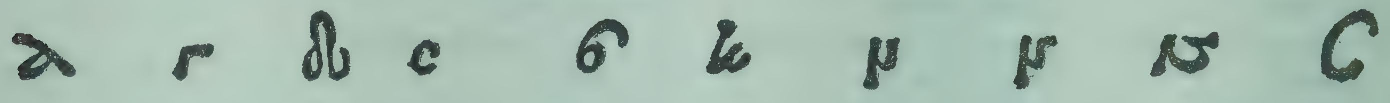
Time

ὥρα	hour	μήν	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

INCUNABULA

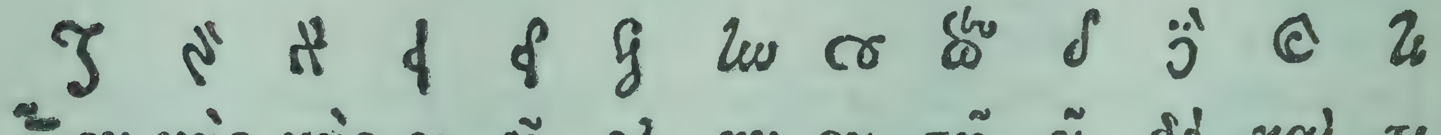
The following old forms of letters, letter combinations, and abbreviations will be helpful to those interested in reading early Greek records or manuscripts. Those under I are individual letters; those under II to VI represent various letter combinations or entire words.

I



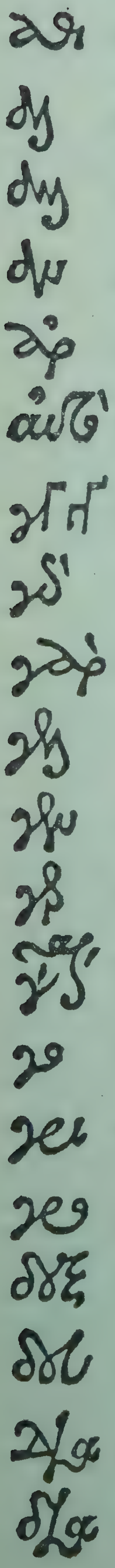
α γ δ ε ε ϰ ν ν ν σ

II



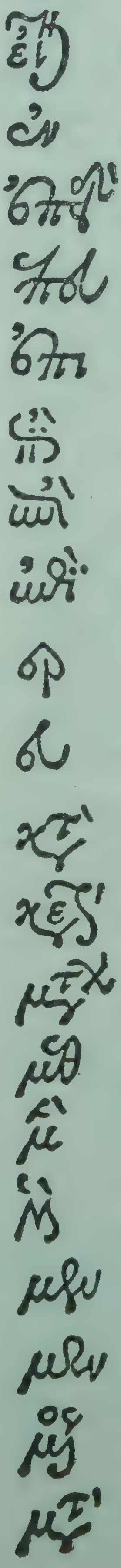
ον γὰϱ γὰϱ ει εῖ ελ ην ου τῶ ῦ δὲ ϰαὶ τι

III



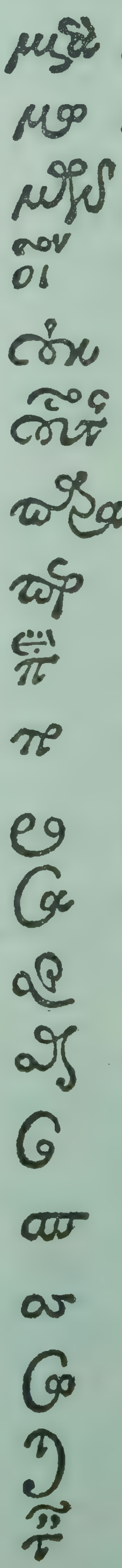
αϑι
αλ
αλλ
αν
ἀϱ
αὐτὸ
γγ
γὰϱ
γὰϱ
γελ
γεν
γεϱ
γίνεται
γο
γϱι
γϱο
δεξ
δευ
δια
δια

IV



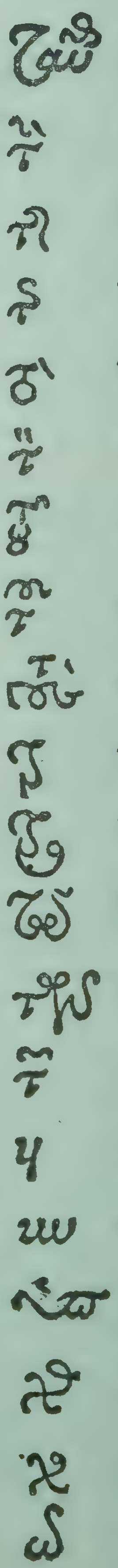
εἶναι
ἐν
ἐπειδὴ
ἐπευ
ἐπι
ἐπὶ
ἐπὶ
ἐπὶ
εϱ
ευ
ϰατὰ
ϰεφάλαιον
μάτων
μεϑ
μὲν
μὲν
μεν
μεν
μενος
μετὰ

V



μετα
μω
μῶν
οἶον
οὐϰ
οὗτος
παϱα
πεϱ
πεϱὶ
πο
ϱο
σα
σε
σϑαι
σο
σπ
σσ
σω
ται
ταῖς

VI



ταῦϑα
τὴν
τῆς
τῆς
τὸ
τὸν
τοῦ
τοῦ
τοῦς
τϱ
τϱο
τῶ
τῶν
τῶν
υι
υν
ὑπ
χϑ
χο
ῶ

INCUNABULA LIGATURES

Many of the old character forms, digraphs, prefixes, and suffixes were conventionalized into ligatures, of which there are a very large number in the old editions. Those most frequently used are shown in the following table:

Character	Value	Character	Value	Character	Value	Character	Value
αι	αι	γχε	γχε	θε θε	θε	μελ	μελ
αλ	αλ	γω γω	γω	θει θει	θει	μεν μὲν	μεν
αλλ	αλλ	δα	δα	θη θη	θη	μετὰ	μετὰ
αν ἀν	αν	δαι	δαι	θην	θην	μη	μη
αξ	αξ	δαν	δαν	θι θι	θι	μην	μην
ἀπο	ἀπο	δας	δας	θν	θν	μι	μι
αρ ἀρ	αρ	δαυ	δαυ	θο θο	θο	μμ	μμ
ας	ας	δε	δε	θρ θρ	θρ	μν	μν
αυ	αυ	δὲ	δὲ	θς	θς	μο μο	μο
αὐτοῦ	αὐτοῦ	δει δει	δει	θυ	θυ	μυ	μυ
αὐτῶ	αὐτῶ	δη	δη	θω θω	θω	μυν	μυν
αὐτῷ	αὐτῷ	δην	δην	κα κα	κα	μω μω	μω
γα	γα	δι	δι	και καὶ	καὶ	μῶν	μῶν
γαι	γαι	δια	δια	καὶ καὶ καὶ		οἶον	οἶον
γαν	γαν	δο	δο	καν	καν	ον	ον
γαρ γὰρ	γαρ	δρ	δρ	κας	κας	ου	ου
γὰρ		δυ	δυ	κατα	κατα	ουκ	ουκ
γας	γας	δυι	δυι	καυ	καυ	οὐκ	οὐκ
γαυ	γαυ	δυν	δυν	κε	κε	οὗτος	οὗτος
γγ γγ	γγ	δυς	δυς	κη	κη	πα	πα
γε	γε	δω	δω	κι	κι	παι	παι
γει	γει	ει ει	ει	κλ	κλ	παν	παν
γεν	γεν	εἰ	εἰ	κν	κν	παρα	παρα
γη	γη	εἶναι	εἶναι	κο	κο	παρα	
γην	γην	ἐκ	ἐκ	κρ	κρ	πας	πας
γι	γι	ελ	ελ	κς	κς	παυ	παυ
γμ	γμ	ἐν	ἐν	κυ	κυ	πε	πε
γν	γν	εξ	εξ	κω κω	κω	περ	περ
γο	γο	ἐπι	ἐπι	λλ	λλ	περι	περι
γρ	γρ	ερ	ερ	μα	μα	πη	πη
φεται	φεται	ἔστι	ἔστι	μαι	μαι	πι	πι
γαρ	γαρ	ευ	ευ	μαν	μαν	πλ	πλ
γρι	γρι	ἐυ	ἐυ	μαρ	μαρ	πν	πν
γρο	γρο	ευς	ευς	μαρ		πο	πο
γυ	γυ	ην	ην	ματων	ματων	πρ	πρ
γυι	γυι	θα θα	θα	μαυ	μαυ	πρα	πρα
γυν	γυν	θαι	θαι	με	με	προ	προ
γχ	γχ	θαυ	θαυ	μεθ	μεθ	πρω	πρω

INCUNABULA LIGATURES—Continued

Character	Value	Character	Value	Character	Value	Character	Value
πτ	πτ	σπλ	σπλ	σχο	$\sigma\chi^{o}$	υς	υς
πυ	πυ	σπο	σπο	σχρ	$\sigma\chi^{\rho}$	υσι	υσι
πυν	πυν	σπυ	σπυ	σχυ	$\sigma\chi^{\upsilon}$	χα	χ^{α}
πω	πω	σπω	σπω	σχυν	$\sigma\chi^{\upsilon\nu}$	χαι	$\chi^{\alpha\iota}$
ρα	ρα	σσ	σσ	σχω	$\sigma\chi^{\omega}$	χαν	$\chi^{\alpha\nu}$
ρι	ρι	σσα	σσα	σω σω	σω	χαρ	$\chi^{\alpha\rho}$
ρο	ρο	σσαν	σσαν	τα τα	τα	χας	$\chi^{\alpha\varsigma}$
σα σα	σα	σσας	σσας	ται ται	ται	χαυ	$\chi^{\alpha\upsilon}$
σαι	σαι	σσε	σσε	ται		χε	χ^{ε}
σαν σαν	σαν	σσει	σσει	ταῖς	ταῖς	χει	$\chi^{\varepsilon\iota}$
σαρ	σαρ	σση	σση	ταν	ταν	χη	χ^{η}
σας	σας	σσι	σσι	τας	τας	χην	$\chi^{\eta\nu}$
σαυ	σαυ	σσο	σσο	ταυ	ταυ	χθ	χ^{θ}
σβ	σβ	σσυ	σσυ	ταυ		χθην	$\chi^{\theta\eta\nu}$
σε	σε	σσω	σσω	τε τε	τε	χθω	$\chi^{\theta\omega}$
σει	σει	στ	στ	τη	τη	χι	χ^{ι}
ση	ση	στα	στα	τὴν τὴν	τὴν	χν	χ^{ν}
σθ	σθ	σταν	σταν	τῆς	τῆς	χο	χ^{o}
σθα	σθα	στας	στας	τι τι	τι	χρ	χ^{ρ}
σθαι σθαι	σθαι	σταυ	σταυ	τλ	τλ	χς	χ^{ς}
σθε	σθε	στε	στε	το το	το	χυ	χ^{υ}
σθη σθη	σθη	στη	στη	τὸν	τὸν	χυν	$\chi^{\upsilon\nu}$
σθην	σθην	στι	στι	τοῦ τοῦ	τοῦ	χω	χ^{ω}
σθι	σθι	στο	στο	τοῦ		ψα	ψα
σθο	σθο	στρ	στρ	τρ τρ	τρ·	ψαι	ψαι
σθω	σθω	στυ	στυ	τρι	τρι	ψαν	ψαν
σι	σι	στω	στω	τρο	τρο	ψας	ψας
σϰ	σϰ	συ	συ	ττ	ττ	ψαυ	ψαυ
σμ	σμ	συν	συν	τυ	τυ	ψε	ψε
σο σο	σο	σφ	σφ	τυν	τυν	ψει	ψει
σπα	σπα	σχ	σχ	τω	τω	ψη	ψη
σπαι	σπαι	σχα	$\sigma\chi^{\alpha}$	τῶ	τῶ	ψι	ψι
σπαν	σπαν	σχε	$\sigma\chi^{\varepsilon}$	τῷ τῷ	τῷ	ψο	ψο
σπας	σπας	σχει	$\sigma\chi^{\varepsilon\iota}$	τῶν τῶν	τῶν	ψυ	ψυ
σπε	σπε	σχη	$\sigma\chi^{\eta}$	υι	υι	ψω	ψω
σπει	σπει	σχην	$\sigma\chi^{\eta\nu}$	υν υν	υν	ῶ	ῶ
σπη	σπη	σχι	$\sigma\chi^{\iota}$	ὑπ	ὑπ	ῷ	ῷ
σπι	σπι	σχν	$\sigma\chi^{\nu}$	ὑπερ	ὑπερ		

REFERENCES.—C. D. Buck, Introduction to the Greek Dialects (1928); Liddel and Scott, Greek-English Lexicon (1930); E. Boisacq, Dictionnaire Étymologique de la Langue Grecque (1916); Edgar H. Sturtevant, Pronunciation of Greek and Latin (1920); Schwyzer, Griechische Grammatik (1939).

HEBREW

בְּרֵאשִׁית בָּרָא אֱלֹהִים אֵת הַשָּׁמַיִם וְאֵת הָאָרֶץ׃ וְהָאָרֶץ הָיְתָה תֹהוּ
וָבֹהוּ וְחֹשֶׁךְ עַל־פְּנֵי תְהוֹם וְרוּחַ אֱלֹהִים מְרַחֶפֶת עַל־פְּנֵי הַמָּיִם׃ וַיֹּאמֶר
אֱלֹהִים יְהִי אוֹר וַיְהִי־אוֹר׃ וַיַּרְא אֱלֹהִים אֶת־הָאוֹר כִּי־טוֹב וַיַּבְדֵּל
אֱלֹהִים בֵּין הָאוֹר וּבֵין הַחֹשֶׁךְ׃ וַיִּקְרָא אֱלֹהִים ׀ לָאוֹר יוֹם וְלַחֹשֶׁךְ קָרָא
לָיְלָה וַיְהִי־עֶרֶב וַיְהִי־בֹקֶר יוֹם אֶחָד׃ —Genesis 1: 1–5

Alphabet, transliteration, and pronunciation

		Name	*Translitera-tion*	*Phonetic value*	*Numeral value*
א		’Alef	’ or omit	originally a glottal stop; now silent	1
ב		Bēth	*b, v*	*b, v*	2
ג		Gīmel	*g*	*g* in go	3
ד		Daleth	*d*	*d*	4
ה		Hē	*h*	*h;* silent at end of word	5
ו		Wāw	*w*	originally *w;* now *v*	6
ז		Zayin	*z*	*z*	7
ח		Ḥēth	*ḥ*	a strong *h*	8
ט		Ṭēth	*ṭ*	originally emphatic *t;* now *t*	9
י		Yōd	*y*	*y* in yes	10
כ	ך	Kaf	*k, kh*	*k, kh* as German *ch*	20
ל		Lamed	*l*	*l*	30
מ	ם	Mēm	*m*	*m*	40
נ	ן	Nūn	*n*	*n*	50
ס		Samekh	*s*	*s* in so	60
ע		‘Ayin	‘	originally a laryngal voiced spirant; now silent	70
פ	ף	Pē	*p, f*	*p, f*	80
צ	ץ	Ṣadē	*ṣ*	originally emphatic *s;* now *ts* in pets	90

[Concluded on following page]

	Name	*Transliteration*	*Phonetic value*	*Numeral value*
ק	Qōf	*q*	originally velar *k*; now *k*	100
ר	Rēsh	*r*	*r*, as in French uvular or Italian trilled	200
ש	Śīn, Shīn	*ś*, *sh*	*ś*; originally palatal; now *s* in so; *sh* as in shoe	300
ת	Tāw	*t*	*t*; originally also like *th* in thin	400

In transliteration, especially of names, the macrons over vowels and the dots under consonants, as well as ʼ and ʽ, are often omitted; ʽ is also printed as ʿ. For *f*, *ph* is often used. For *ś*, an ordinary *s* is often found, and then samekh is sometimes represented by *ṡ*. For *sh*, *š* is sometimes used, especially in scholarly works. There are other special transliteration practices to be found in scholarly works.

Hebrew is read from right to left. Its alphabet consists of 22 letters, all consonants; the vowels are represented by vowel signs or points, as explained under Vowels below.

Special characters

Five of the letters (*kaf*, *mēm*, *nūn*, *pē*, and *ṣadē*) have a so-called final form, shown immediately to the right of its respective regular form. This final form is used as the final letter of a word.

Eight of the letters represent two sounds each, distinguished by means of a dot, as follows:

ב	as *b* or *v*	בּ	as *b* or *bb*
ג	as *g*; also like Dutch *g*	גּ	as *g* in big, *gg*
ד	as *d*; and like *th* in then	דּ	as *d*, *dd*
ה	as *h* or silent	הּ	as *hh* (stronger aspiration)
כ	as *k* or German *ch*	כּ	as *k*, *kk*
פ	as *p* or *f*	פּ	as *p*, *pp*
שׁ	as *sh*	שׂ	as *s* in sin
ת	as *t* or *th*	תּ	as *t*, *tt*

Some of the letters seem to be more or less similar. These are grouped, for the convenience of identification, within brackets below:

Bēth	*Kaf*
ב	כ

Daleth	*Kaf (final)*	*Rēsh*
ד	ך	ר

Mēm (final)	*Samekh*
ם	ס

Gimel	*Nūn*
ג	נ

Ṭēth	*Mēm*
ט	מ

ʽAyin	*Ṣadē*
ע	צ

Ḥēth	*Hē*	*Tāw*
ח	ה	ת

Wāw	*Zayin*	*Yōd*	*Nūn (final)*
ו	ז	י	ן

Vowels

The vowels are represented by marks called vowel points. These are placed above or below the consonant and, with the exception of the furtive pataḥ, have the effect of a vowel following the consonant; e. g., בַ (*ba*), בֵ (*bē*). The forms, names, and sounds of the vowels are as follows:

Long Vowels			*Short Vowels*		
ָ	Qameṣ *ā*	*a* as in palm	ַ	Pataḥ *a*	*a* as in part (short)
ֵ	Ṣere *ē*	*ei* as in vein	ֶ	Segol *e*	*e* as in bed
ִי	Ḥirik gadol *ī*	*i* as in machine	ִ	Ḥirik katon *i*	*i* as in big
וֹ	Ḥolam *ō*	*o* as in no	ָ	Qameṣ katon *o*	*o* as in soft
וּ	Shuruk *ū*	*oo* as in moon	ֻ	Kubbuts *u*	*u* as in full

The furtive pataḥ

All vowels are pronounced as if they follow the consonant to which they are ascribed, with the exception of final חַ, which is pronounced not *ḥa*, but *aḥ*. This patah is termed "furtive pataḥ."

The shwa

Sometimes shwa represents the sound of the first *e* in believe; e. g., שְׁמַע (shema); it may be transliterated ^{e}. At other times it is not pronounced, as in אַבְרָם (avrom), so that a consonant cluster results. Also, shwa is written, according to certain rules for writing Hebrew, before the points for *a*, *e*, and *o* to represent a very short vowel; e. g., חֳלִי, אֱמֶת, אֲנִי. These vowel point combinations, ֲ, ֱ, and ֳ are transliterated *ă*, *ĕ*, and *ŏ*, respectively.

Punctuation and accentuation

Although the principles and marks of punctuation in modern Hebrew are, in the main, as in English, Scriptural Hebrew employs, in addition to the vowel points, 21 accent marks, which are placed either singly or in various combinations above or below the consonantal characters they modify. These have a threefold object: (*a*) to indicate stress; (*b*) to direct cantillation—the chanting in which the Scriptures are intoned; and (*c*) to indicate distinctions in the meanings of words, e. g., ,בָּ֣נוּ they build, but ,בָּנ֣וּ in us.

As marks of cantillation, accent marks are divided into two classes: disjunctives and conjunctives, the former corresponding to marks of separation in English—the period, semicolon, comma, etc., the latter indicating that the word bearing them is connected in sense with that which follows. The table presents the forms, names, and classifications of these accents:

Disjunctives

Form	EMPERORS (קֵסָרִים)	*Name*
בֽ	*Silluq*	סִלּוּק
ב֑	*'Ethnāh*	אֶתְנָח
	KINGS (מְלָכִים)	
ב֒	*S^{e}gōltā'*	סְגוֹלְתָּא
ב֔	*Zāqēf Qāṭōn*	זָקֵף קָטֹן ןֹ
ב֕	*Zāqēf Gādōl*	זָקֵף גָּדוֹל
ב֖	*Ṭipp^{e}hā'*	טִפְּחָא
ב֗	*R^{e}vīa'*	רְבִיעַ
ב֓	*Šalšeleth*	שַׁלְשֶׁלֶת

Form	PRINCES (מִשְׁנִים)	*Name*
ב֮	*Zarqā'*	זַרְקָא
ב֙	*Pašṭā'*	פַּשְׁטָא
ב֚	*Y^{e}thīv*	יְתִיב
ב֛	*T^{e}vīr*	תְּבִיר
ב֨	*'Azlā'*	אַזְלָא
ב֜	*Gērēš*	גֵּרֵשׁ
ב֞	*Gēršayīm*	גֵּרְשַׁיִם
	COUNTS (שָׁלִישִׁים)	
ב֡	*Pāzēr*	פָּזֵר
ב֟	*Qarnēy Fārāh*	קַרְנֵי פָרָה
ב֠	*T^{e}līšāh G^{e}dōlāh*	תְּלִישָׁה גְדוֹלָה
ב֩	*T^{e}līšāh Q^{e}ṭannāh*	תְּלִישָׁה קְטַנָּה
׀ב׀	*P^{e}sīq*	פְּסִיק

Conjunctives

Form		*Name*	*Form*		*Name*
ב֣	*Mūnaḥ*	מוּנַח	ב֧	*Dargā'*	דַּרְגָּא
ב֤	*Mahpakh*	מַהְפָּךְ	ב֥	*Merkā'*	מֵרְכָא
ב֨	*Qadmā'*	קַדְמָא	ב֦	*Merkā' K^{e}fūlāh*	מֵרְכָא כְּפוּלָה

There are also three supplementary marks of interpunction: The *soph-pasuk* (:), terminal mark of a verse; the *pesik* (|), for a pause within the verse; and *makkeph* (־), the elevated hyphen between words.

Syllabification

It is the rule in Hebrew not to divide words.

The calendar

The Hebrew calendar was given its present fixed form by Hillel II about A. D. 360. It is based on a year of 12 months, alternating 30 and 29 days, with an intercalary month of 29 days in leap year. These months, with their corresponding periods in the Gregorian calendar, are as follows:

Tishri	תּשרי	September–October
Heshvan	חשון	October–November
Kislev	כּסלו	November–December
Tebet	טבת	December–January
Shebat	שבט	January–February
Adar	אדר	February–March
Veadar	ואדר	Intercalary month
Nisan	ניסן	March–April
Iyar	איר	April–May
Sivan	סיון	May–June
Tammuz	תּמוז	June–July
Ab	אב	July–August
Elul	אלול	August–September

The year begins on the first day of the month of Tishri, which is the day of the Molad, or appearance of the new moon, nearest the autumnal equinox. The actual date is, however, sometimes shifted 1 or 2 days, according to specific regulations; thus, New Year may not fall on either a Friday or a Sunday, since that would conflict with the observance of the Sabbath; nor, for a like reason, may it come on a Wednesday, since that would cause Atonement Day to come on a Friday.

To convert a given year (anno Domini) into its corresponding Hebrew year (anno mundi), add 3,760 to the former, bearing in mind, however, that the year begins in September. As the Hebrew calendar omits the thousands, the year 5705, corresponding to the Christian year 1945, is represented in Hebrew characters by תּשה, 705, these characters, as already explained, denoting 400, 300, and 5, respectively.

The days of the week are referred to as first day, second day, etc., the seventh being called Sabbath (שבת). The holidays, festivals, and fasts, with their dates, are as follows:

Rosh Hashana (New Year, Tishri 1)	ראש השנה
Tsom Gedaliah (Fast of Gedaliah, Tishri 3)	צום גדליה
Yom Kippur (Day of Atonement, Tishri 10)	יום כּפּור
Sukkoth (Feast of Tabernacles, Tishri 15–22)	סכּות
Simhath Torah (Rejoicing Over the Law, Tishri 23)	שמחת תּורה
Hanukkah (Feast of Dedication, Kislev 25)	חנכּה
Asereth b'Tebet (Fast of Tebet, Tebet 10)	עשרת בּטבת
Purim (Feast of Lots, Adar 14)	פּורים
Pesach (Passover, Nisan 15–21)	פּסח
Shabuoth (Feast of Weeks, Sivan 6)	שבועות
Tishah b'Ab (Fast of Ab, Ab 9)	תּשעה בּאב

Abbreviations

In Hebrew, abbreviations are set as follows: If of one letter, one prime mark (′) is used after the letter; if of more than one letter, a double prime (″) is used just before the last letter. Vowel points are always omitted. The abbreviations most frequently used are as follows:

Sir, Master, Mr.; thousand	א', אדון; אלף
Aleph Beth (the alphabet)	א"ב, אלף בית
Said our learned ones of blessed memory	אחז"ל, אמרו חכמינו זכרונם לברכה
The Land of Israel (Palestine)	א"י, ארץ ישראל
God willing	אי"ה, אם ירצה השם
Synagogue	בהכ"נ, בית הכנסת
Sons of Israel, the Jews	ב"י, בני ישראל
In these words, viz	בזה"ל, בזה הלשון
The author	בע"מ, בעל מחבר
Gaon (title of Jewish princes in the Babylonian exile), His Highness, His Majesty.	ג', גאון
The laws of Israel	ד"י, דיני ישראל
The Holy One, Blessed be He (the Lord)	הקב"ה, הקדוש ברוך הוא
Destruction of the First Temple	חב"ר, חרבן בית ראשון
Destruction of the Second Temple	חב"ש, חרבן בית שני
Exodus from Egypt	יצ"מ, יציאת מצרים
As it was said; as it was written	כמ"ש, כמו שנאמר; כמו שכתב
A. M. (anno mundi)	לב"ע, לבריאת עולם
The Holy Language (Hebrew)	לה"ק, לשון הקדש
Good luck; I congratulate you	מז"ט, מזל טוב
The Sacred Books	סה"ק, ספרים הקדושים
The Holy Scroll	ס"ת, ספר תורה
May he rest in peace	ע"ה, עליו השלום
In the Hereafter	עוה"ב, עולם הבא
New Year's Eve	ער"ה, ערב ראש השנה
Sabbath Eve	ע"ש, ערב שבת
Verse; chapter	פ', פסוק; פרק
The judgment of the court	פב"ד, פסק בית דין
Saint (St.); Zion	צ', צדיק; ציון
Recognition of God's justice	צה"ד, צדוק הדין
The reading of the Holy Scroll	קה"ת, קריאת התורה
First of all	קכ"ד, קדם כל דבר
Our Rabbis of Blessed Memory	רז"ל, רבותינו זכרונם לברכה
Rabbi Moses, son of Maimon (Maimonides)	רמב"ם, ר' משה בן מימון
Catalog	רש"ס, רשימת ספרים
Year; line; hour	ש , שנה; שורה; שעה
Sabbath days and holidays	שוי"ט, שבתות וימים טובים
As stated	שנ', שנאמר
Babylonian Talmud	ת"ב, תלמוד בבלי
The Books of the Law, the Prophets, and Hagiographa (Old Testament).	תנ"ך, תורה, נביאים, כתובים

Cardinal numbers

one	אחד, אחת	twenty	עשרים
two	שנים, שתים	thirty	שלשים
three	שלשה, שלש	forty	ארבעים
four	ארבעה, ארבע	fifty	חמשים
five	חמשה, חמש	sixty	ששים
six	ששה, שש	seventy	שבעים
seven	שבעה, שבע	eighty	שמנים
eight	שמנה	ninety	תשעים
nine	תשעה, תשע	hundred	מאה
ten	עשרה, עשר	thousand	אלף

In forming the numbers from 11 to 19, the terms **עשרה** in the feminine and **עשר** in the masculine are used, preceded by the proper unit number; for 21 and upward, the term corresponding to the proper tenth digit is followed by the proper unit term preceded by the conjunction **ו**, and; e. g., twelve **שנים עשר**, twenty-four **עשרים וארבע**, etc.

Ordinal numbers

first	ראשן	sixth	ששי
second	שני	seventh	שביעי
third	שלשי	eighth	שמיני
fourth	רביעי	ninth	תשיעי
fifth	חמשי	tenth	עשירי

After 10 the ordinals are similar in form to the cardinals with the addition of the definite article ה; e. g., העשרים, the twentieth.

Seasons

spring	אביב	autumn	סתיו
summer	קיץ	winter	חרף

Time

hour	שעה	month	חדש
day	יום	season	מועד
week	שבוע	year	שנה

REFERENCES.—J. Philips and A. Hyman, Complete Instructor in Hebrew (1919); J. Weingreen, A Practical Grammar for Classical Hebrew (1939); A. S. Waldstein, English Hebrew and Hebrew English Dictionary (1936); P. Arnold-Kellner and M. D. Gross, Complete Hebrew-English Dictionary (1923).

HUNGARIAN

Az ótátrafüredi vendéglőben már nem muzsikált a cigány és a vendégek nagy része is elutazott már haza. Akik még ott maradtak, az a pár ember, elfért a vacsoránál három-négy asztal körül. Pedig most járt a leggyönyörűbb idő, az esős nyarat tiszta, napsütéses ősz váltotta föl.—K. Csathó, ‘A varjú a toronyórán’.

Alphabet and pronunciation

A	a	*aw* in law, but shorter
Á	á	*a* in father; in family names sometimes written *aa*, *aá*
B	b	*b*
C	c	*ts;* formerly written *cz*
Cs	cs	*ch* in church
D	d	*d*
E	e	*e* in met
É	é	somewhat like *ei* in eight
F	f	*f*
G	g	*g* in go
Gy	gy	somewhat like *dy* in did you, said rapidly
H	h	*h*
I	i	*i* in hit; in family names sometimes written *y*
Í	í	*ee* in meet
J	j	*y* in yes
K	k	*k*
L	l	*l*
Ly	ly	*y* in yes
M	m	*m*
N	n	*n;* before *g*, as *ng* in finger; before *k*, as in sink
Ny	ny	somewhat like *ny* in canyon
O	o	*o* in November (short)
Ó	ó	*o* in no; in family names sometimes written *oo*, *oó*
Ö	ö	tongue position as for *e* in met, with lips rounded as for *oo* in food; like short German *ö* or French *eu;* in family names sometimes written *eö*, *ew*
Ő	ő	tongue position as for *a* in care, with lips rounded as for *oo* in food; like long German *ö* or French *eu;* in family names sometimes written *eö*
P	p	*p*
R	r	trilled *r*
S	s	*sh* in shoe
Sz	sz	*s* in so
T	t	*t*
Ty	ty	somewhat like *ty* in hit you, said rapidly
U	u	somewhat like *oo* in good
Ú	ú	*oo* in food

[Concluded on following page]

Ü	ü	tongue position as for *i* in hit, with lips rounded as for *oo* in food; like short German *ü* or French *u*
Ű	ű	tongue position as for *ee* in meet, with lips rounded as for *oo* in food; like long German *ü* or French *u*
V	v	*v;* in family names sometimes written *w*
Z	z	*z* in zone
Zs	zs	*s* in pleasure

The vowels *á, é, í, ó, ő, ú,* and *ű* are long; the other vowels are short. Double consonants are pronounced long, somewhat in the manner of *n*(*k*)*n* in penknife. When doubled, *cs, gy, ly, ny, sz, ty,* and *zs* are written *ccs, ggy, lly, nny, ssz, tty,* and *zzs.*

The letters *q, w, x,* and *y* are not considered a part of the Hungarian alphabet. In alphabetical listings which include foreign words or names, or words in very antiquated Hungarian orthography, e. g., proper names, *q* follows *p*, and *w, x,* and *y* come between *v* and *z*. The combination *qu* is pronounced *kv; w* is usually pronounced *v; x* is pronounced as though written *ksz*. The letter *y* in many family names is pronounced as though written *i*.

Special characters

Hungarian uses the Latin alphabet with the addition of the following special characters: Á á, É é, Í í, Ó ó, Ö ö, Ő ő, Ú ú, Ü ü, and Ű ű.

Vowels and consonants

The vowels are *a, á, e, é, i, í, o, ó, ö, ő, u, ú, ü,* and *ű;* the remaining letters of the alphabet are consonants.

Diphthongs

Hungarian has no diphthongs. Each vowel is fully articulated, and each word has as many syllables as it has vowels.

Digraphs

The digraphs and their sounds are:

ch as *ch* in church (old spelling)
cs (see Alphabet and pronunciation)
cz now written *c*, like *ts;* formerly regarded part of the alphabet, following *cs*
ds as *j* in judge
dz as *d* followed by *z*
dzs as *j* in judge
gh as *g* in go (old spelling)
gy (see Alphabet and pronunciation)
ly (see Alphabet and pronunciation)
ny (see Alphabet and pronunciation)
ph as *f* (in foreign words)
rh as though written *r* (old spelling and foreign words)
sz (see Alphabet and pronunciation)
th as *t* (old spelling and foreign words)
ty (see Alphabet and pronunciation)
zs (see Alphabet and pronunciation)

Rules for syllabification

1. Digraphs may not be divided.
2. Division is made on a vowel before a single consonant or digraph: *vá-ros, ró-zsa.*
3. In a group of two or more consonants, division is made before the last consonant or digraph: *ab-rak, al-szik, asz-tal, elméncz-ség, rend-szer, tán-czol.*
4. Vowels may be divided: *mi-enk, ti-e-id.*
5. Certain adverbial prefixes are kept intact. These are: *al, át, el, fel, fenn, hát, ki, leg, meg, szét, túl,* and *viszon: al-elnök, át-adni, el-adás,* etc.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *bér-autó* (taxicab), *állam-adósság* (national debt). This rule does not apply, however, to merely inflected words or suffixed words: *ké-sem* (my knife) (rather than *kés-em*), *aszta-lon* (on the table) (rather than *asztal-on*).
7. Contracted double consonants (*ccs, ccz, ggy, lly, nny, ssz, tty,* from *cscs, czcz, gygy, lyly, nyny, szsz, tyty*) may be divided, but in that case the elided consonant must be restored. Thus *hosszú, faggyú, hattyú* are divided *hosz-szú, fagy-gyú, haty-tyú,* etc.

8. Foreign words and components of foreign words are divided according to their respective conventions: *Reichs-amt, Wash-ington, anti-kvárius, dia-fragma, dia-gnózis, demo-kratikus, dex-trín, bif-sztek, champi-gnon.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aka-dá-lyoz	(2, 2)
akasz-ta-ni	(3, 2)
Ál-la-mok	(3, 2)
al-or-vos	(5, 3)
alu-szé-ko-ny	(2, 2, 2)
ame-ri-kai	(2, 2)
an-tro-po-ló-gia	(8, 2, 2, 2)
át-ál-lít	(5, 3)
azo-no-sí-tás	(2, 2, 2)
ba-rá-ti-as	(2, 2, 4)
bo-lyon-ga-ni	(2, 3, 2)
ci-ga-ret-ta	(2, 2, 3)
cí-mez-ni	(2, 3)
Cseh-szlo-vá-kia	(6, 2, 2)
cse-le-ked-ni	(2, 2, 3)
csil-lag-év	(3, 6)
cu-kor-nád	(2, 3)
de-ka-gramm	(2, 8)
el-ad-ni	(5, 3)
elő-a-dás	(4, 2)
elő-ze-tes	(2, 2)
em-be-rek	(3, 2)
em-ber-is-me-ret	(3, 6, 3, 2)
fel-ál-lí-tás	(5, 3, 2)
fél-esz-ten-dő	(6, 3, 3)
fenn-em-lí-tett	(5, 3, 2)
fe-nye-ge-tés	(2, 2, 2)
gőz-ha-jó	(3, 2)
gyó-gyá-szat	(2, 2)
gyó-gyít-ha-tó	(2, 3, 2)
hi-á-nyos	(4, 2)
iga-zít-ha-tó	(2, 3, 2)
írás-hi-ba	(3, 2)
is-me-re-tes	(3, 2, 2)
jog-el-le-nes	(6, 3, 2)
ki-kvar-té-lyoz	(5, 3, 2)
ki-pró-bál-ni	(5, 2, 3)
kis-is-ko-la	(6, 3, 2)
kom-pro-mit-tál-ni	(8, 2, 3, 3)
kon-gresz-szus	(8, 7)
leg-drá-gább	(5, 2)
leg-e-rő-sebb	(5, 2, 2)
le-gön-gyöl	(2, 3)
ma-gya-ros-ság	(2, 2, 3)
meg-a-la-kit	(5, 2, 2)
mi-kro-szkóp	(8, 8)
Né-met-or-szág	(2, 6, 3)
né-me-tül	(2, 2)
nép-ok-ta-tás	(6, 3, 2)
név-a-lá-í-rás	(6, 2, 4, 2)
or-vo-si	(3, 2)
or-vos-sá-gos	(3, 3, 2)
oszt-ha-tat-lan	(3, 2, 3)
ön-ál-lót-lan	(6, 3, 3)
őr-ál-lás	(6, 3)
ős-e-lem	(6, 2)
szét-osz-tás	(5, 3)
szo-vjet-o-rosz-or-szág	(8, 6, 2, 6, 3)
túl-é-rő	(5, 2)
út-le-vél	(6, 2)
vi-szon-ha-tás	(2, 5, 2)
vi-szo-nos-ság	(2, 2, 3)
za-var-gás	(2, 3)
zűr-za-var	(3, 2)
zsar-nok-ság	(3, 3)

Stress and diacritics

Without exception, stress is on the first syllable. Diacritical marks (see Special characters) are used to denote vowel modifications.

Capitalization

Forms of address in letters, etc., and titles are capitalized: *Felséges Uram* (Your Majesty); *Méltóságod* (Your Lordship).

Proper names and those referring to God are capitalized.

Adjectives formed from proper names and names of months are lowercased: *budapesti* (of Budapest); *magyar* (Hungarian).

Punctuation

Punctuation is practically the same as in English.

Abbreviations

f.	fillér, halfpenny
f. é.	folyó évi, current year
k.	korona, crown
kir.	királyi, royal
p.	pengő, 100 fillér
pl.	például, for instance
stb.	és a többi, et cetera
sz.	szám, number
sz(t).	szent, Saint
t. i.	tudni illik, that is

Cardinal numbers

egy	one	harminc	thirty
két (kettő)[1]	two	harmincegy, etc.	thirty-one, etc.
három	three		
négy	four	negyven	forty
öt	five	ötven	fifty
hat	six	hatvan	sixty
hét	seven	hetven	seventy
nyolc(z)	eight	nyolcvan	eighty
kilenc(z)	nine	kilencven	ninety
tíz	ten	száz	hundred
tizenegy	eleven	száz egy, etc.	one hundred and one, etc.
tizenkét (tizenkettő)	twelve		
tizenhárom, etc.	thirteen, etc.		
húsz	twenty	két száz, etc.	two hundred, etc.
huszonegy	twenty-one		
huszonkét (huszonkettő),[1] etc.	twenty-two, etc.	ezer	thousand

Ordinal numbers

első	first	tizenkettedik	twelfth
második	second	tizenharmadik, etc.	thirteenth, etc.
harmadik	third		
negyedik	fourth	huszadik	twentieth
ötödik	fifth	huszonegyedik	twenty-first
hatodik	sixth	huszonkettedik, etc.	twenty-second, etc.
hetedik	seventh		
nyolc(z)adik	eighth	harminc(z)adik, etc.	thirtieth, etc.
kilenc(z)edik	ninth		
tizedik	tenth	századik	hundredth
tizenegyedik	eleventh	ezredik	thousandth

Months

január (jan.)	January	julius (jul.)	July
február (feb.)	February	augusztus (aug.)	August
márc(z)ius (márc(z).)	March	szeptember (szept.)	September
április (ápr.)	April	október (okt.)	October
május (máj.)	May	november (nov.)	November
junius (jun.)	June	dec(z)ember (dec(z).)	December

Days

vasárnap	Sunday	csütörtök	Thursday
hétfő	Monday	péntek	Friday
kedd	Tuesday	szombat	Saturday
szerda	Wednesday		

Seasons

tavasz	spring	ősz	autumn
nyár	summer	tél	winter

Time

óra	hour	hó, hónap	month
nap	day	év, esztendő	year
hét	week		

References.—A. and I. Ginever, Hungarian Grammar (1909); J. Szinnyei, Ungarische Sprachlehre (1912); Arthur B. Yolland, A Dictionary of the Hungarian and English Languages (1924); Green Béla, Universal English-Hungarian and Hungarian-English Pocket Dictionary (1925); Robert A. Hall, Jr., An Analytical Grammar of the Hungarian Language, 1938; Thomas A. Sebeok, Spoken Hungarian (1944).

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[1] The ordinal *két* is used when followed by a noun; otherwise *kettő*.

ITALIAN

Un tratto importante, che caratterizza il grande movimento della civiltà italiana risorgente e che risulta, non pure dalla poesia e filosofia di quel tempo, ma anche dall'opera dei politici e degli stessi guerrieri, è quell'impronta diffusa di umanità, in cui si avvolge come in una rosea nube il loro pensiero e la loro vita, pur diretti come sono ad un unico ideale: il risorgimento della Patria.—Giovanni Vidari, Le civiltà d'Italia (1934), as quoted by Young and Cantarella, Corso d'Italiano (1942), p. 320.

Alphabet and pronunciation

A	a	*a* in far
B	b	*b;* all consonant letters may be doubled, and then pronounced long, as *n*(*k*)*n* in penknife, etc.
C	c	*c* in scan (=*k*) before *a, o, u,* and consonants; before *e* or *i,* similar to *ch* in chant; *cia, cie, cio,* and *ciu* pronounced as *cha* in chart, *che* in check or *cha* in chafe, *cho* in chortle, and *chu* in Manchu, respectively; *ccia,* etc., sound like *t* followed by *cha,* etc.; *scia, scie, scio,* and *sciu* pronounced as *sha* in sharp, *she* in shepherd, *sho* in show, and *sho* in shoe, respectively
D	d	*d*
E	e	*a* in grate; *e* in bell
F	f	*f*
G	g	*g* in gay before *a, o, u,* and consonants; before *e* or *i* like *j; gia, gie, gio,* and *giu* pronounced as *ja* in jar, *je* in jet, between *ja* in jaw and *jo* in joke, and *ju* in jury, respectively; *ggia,* etc., sound like *d* plus *ja,* etc.
H	h	silent, but makes a preceding *c* or *g* hard
I	i	*e* in me; *i* preceded by *c, sc,* or *g* and followed by *a, o,* or *u* is silent unless stressed; before or after more highly stressed vowel, *i* is similar to *y* in yes and in boy, respectively
J	j	*y* in yes; now obsolete and replaced by *i*
K	k	*k;* only in foreign words
L	l	*l* in million
M	m	*m*
N	n	*n*
O	o	*o* in note; *aw* in saw
P	p	*p* in spin
Q	q	always with following *u; qu* pronounced as in quick
R	r	*r* in three
S	s	*s;* usually *z* between two vowels; *scia, scie, scio,* and *sciu* are pronounced *sha, she, sho,* and *shu,* respectively
T	t	*t* in step

[Concluded on following page]

U	u	*oo* in coo; before or after more highly stressed vowel, *u* is similar to *w* in wet and how, respectively
V	v	*v*
W X	w x	only in foreign words
Y	y	*i;* only in foreign words
Z	z	*ts* in quarts or *ds* in adz

Special characters

Italian uses the Latin alphabet. It has no special characters; accents are employed only to a limited extent.

Vowels and consonants

The vowels are *a, e, i, o, u,* and *y;* the other letters of the alphabet are consonants.

Diphthongs

The combination of an *i* or *u* with another, more highly stressed, vowel may be regarded as diphthongal.

Digraphs

The digraphs and their sounds are:

ch as *c* in cat only before *e, i*
gh as *g* in go only before *e, i*
gl as *ll* in million [1]
gn as in cognac (=*ny* in canyon)
qu as in squalor
sc as *sh* in shall (before *e* or *i*)

Consonantal units

For the purpose of syllabification, a mute consonant followed by a liquid consonant is a consonantal unit. Hence, the following are consonantal units:

bl, br
chr, cl, cr
dr,
fl, fr
gl, gr
pl, pr
tl, tr
vl, vr

Also the combination of the letter *s* with any other following consonant, digraph, or consonantal unit is a unit for purposes of syllabification.

Rules for syllabification

1. Digraphs and consonantal units may not be divided.
2. Division is made on a vowel before a single consonant, digraph, or consonantal unit: *ami-co, ba-gno, ca-pra, giu-sto, ma-schera, ro-stro.*
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *sab-bia, ac-qua, ist-mo, an-che, com-pro.*
4. Division may be made between vowels only if they are strong, that is, *a, e, o.* Hence, only the following vowel groups may be divided: *aa, ae, ao; ea, ee, eo; oa, oe, oo: be-ato, co-atto, po-eta,* etc.
5. Prefixes are kept intact only if this conforms to rules 2 to 4: *con-stare* (rule 3), *pro-emio* (rule 4), *pro-getto* (rule 2), *sub-marino* (rule 3); but *co-nestabile* (rule 2), *proi-bire* (rule 2), *su-bordinare* (rule 2).[2]
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *gentil-uomo, cento-uno.*

If a compound is formed with an apostrophe, division may not be made on the apostrophe; thus *dell'albero, un'arte, dovrebb'essere* may be divided only *del-l'al-be-ro, un'ar-te, do-vreb-b'es-se-re,* respectively.

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington, Haps-burg, Hamp-shire, reichs-bank, Wag-ner.*

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[1] In a few words *gl* is not a digraph and is pronounced as *gl* in angle; for example: *Ganglio, glicerina, geroglifico, glifo, gloria, negligere,* etc.

[2] Usage varies as to this rule; some orthographers still prefer dividing on the prefix. The rule given in the text above follows the recommendation of Leone Donati, Corso Pràtico di Lingua Italiana, 207, 1934, Orell Füssli Editori, Zurigo e Lipsia. It is followed by most dictionaries as well as general works extant

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules

ab-bo-na-men-to	(3, 2, 2, 3)	fo-to-e-lio-gra-fia	(2, 6, 2, 2, 2)
ac-quie-sce-re	(3, 2, 2)	Fre-de-ris-bur-go	(2, 2, 7, 3)
ae-re-o-li-to	(2, 4, 2, 2)	gen-til-uo-mo	(3, 6, 2)
af-fli-to	(3, 2)	ge-o-gno-sti-co	(4, 2, 2, 2)
ame-ri-ca-no	(2, 2, 2)	in-du-stria-le	(3, 2, 2)
bi-gliet-taio	(2, 3)	ine-scu-sa-bi-le	(2, 2, 2, 2)
bis-a-vo-lo	(6, 2, 2)	ine-spli-ca-bi-le	(2, 2, 2, 2)
bi-so-gni-no	(2, 2, 2)	in-fi-schio	(3, 2)
Bre-ta-gna	(2, 2)	inin-tel-li-gen-te	(3, 3, 2, 3)
Buck-ing-ham	(7, 7)	inor-ga-ni-co	(3, 2, 2)
co-o-pe-ra-zio-ne	(4, 2, 2, 2, 2)	in-scrit-to-re	(3, 3, 2)
co-stret-to	(2, 3)	in-te-res-se	(3, 2, 3)
cre-sce-re	(2, 2)	iscri-zio-ne	(2, 2)
de-mo-cra-ti-co	(2, 2, 2, 2)	ist-mi-co	(3, 2)
dia-gno-sti-co	(2, 2, 2)	isto-lo-gi-co	(2, 2, 2)
di-scor-so	(2, 3)	istru-men-to	(2, 3)
di-sgra-zia	(2, 2)	ita-lia-no	(2, 2)
di-sor-di-na-re	(2, 3, 2, 2)	Kam-tsciat-ka	(7, 3)
di-spo-si-zio-ne	(2, 2, 2, 2)	l'al-tr'ie-ri	(3, 2)
di-stin-ti-vo	(2, 3, 2)	ma-gne-ti-co	(2, 2, 2)
emi-sfe-ro	(2, 2)	ma-gni-fi-cen-te	(2, 2, 2, 3)
Epi-sco-pa-to	(2, 2, 2)	me-sme-ri-smo	(2, 2, 2)
esa-e-dro	(4, 2)	me-te-o-ri-te	(2, 4, 2, 2)
espa-tria-zio-ne	(2, 2, 2)	mil-li-gram-mo	(3, 2, 3)
espe-rien-za	(2, 3)	mi-san-tro-po	(2, 3, 2)
estra-di-zio-ne	(2, 2, 2)	mi-scre-den-te	(2, 2, 3)
exe-qua-tur	(2, 2)	neu-tra-liz-za-re	(2, 2, 3, 2)
fan-ta-sma-go-ria	(3, 2, 2, 2)	tra-sfor-ma-zio-ne	(2, 3, 2, 2)
fa-sci-smo	(2, 2)	tra-spor-ta-re	(2, 3, 2)
fi-lan-tro-pi-smo	(2, 3, 2, 2)	ve-sci-chet-ta	(2, 2, 3)
fo-sfo-re-scen-za	(2, 2, 2, 3)	zo-o-sper-ma	(4, 2, 3)

Stress and diacritics

No simple rules can be formulated for word stress in Italian. The majority of words receive their stress on the penultimate (next to the last syllable): *aMIco, comPLEto;* fewer words are stressed on the antepenultimate (third from the last syllable): *FABbrico, gramMAtica;* only a limited number are stressed on the ultimate (last syllable), but in this case the vowel carries the grave accent: *citTÀ, fabbriCÒ.*

Accent marks are used only to a limited degree—chiefly to indicate a final stressed syllable; and, as stated above, this mark is the grave (\`). The word types on which it is used are:

(*a*) Nouns ending in *ta* or *tu* having the singular and plural alike: *libertà, virtù* (from the Latin *libertade, virtude,* etc.).

(*b*) Verbs in the third person singular past absolute and first and third persons singular future: *comprò* (he bought), *comprerò* (I shall buy), *comprerà* (he will buy); similarly in the second and third conjugations: *vendè, venderò, venderà; finì, finirò, finirà.*

(*c*) Homonyms, the grave being used to distinguish them. The most common of these homonyms are:

chè, because	che, that	nè, neither, nor	ne, of it, of them
colà, there	cola, strainer	piè, foot	pie, pious
costà, there	costa, shore	però, therefore	pero, pear tree
dà, gives	da, by, from, to	sè, himself	se, if
dì, day	di, of	sì, yes	si, himself, one
è, is	e, and	tè, tea	te, thee
là, there	la, the, her	testè, just now	teste, heads
lì, there	li, the, them		

(*d*) Monosyllables terminating in two vowels, to indicate that the preceding vowel is shortened: *ciò, già, giù, più, può, quà.*

(*e*) Terminations *ia* and *io* in which the *i* is to be stressed: *magìa, desìo.*

The acute is used by some editors to distinguish words differently stressed, where otherwise a misunderstanding might arise: *malvágia* (wicked), *malvagía* (malmsey, a wine). This use is rare.

The circumflex is used to indicate contraction: *cacciâr* (for *cacciarono*), *ginnasî* (for *ginnasii*). This use is rare.

The dieresis (trema) is used in poetry over the *i* to indicate that it is to be sounded separately from a following vowel: *armonïoso* (pronounced *armoni-oso*, instead of *armonio-so*). This use is rare.

Capitalization

Capitalization in Italian is similar to that in English, with a few exceptions:

(*a*) Proper adjectives are lowercased: *la lingua italiana*, the Italian language, but *l'Italiani*, the Italians (proper noun).

(*b*) The names of days and months are lowercased.

(*c*) Titles followed by name are lowercased: *il signor Donati*, Mr. Donati; *il principe Umberto*, Prince Umberto.

(*d*) The pronoun *io*, *I*, is lowercased, but the pronouns of formal address, *Ella*, *Lei*, *Loro*, all meaning *you*, are capitalized.

(*e*) In poetry, the first word of each line is usually lowercased.

Punctuation

Punctuation is similar to that of English. The comma is used to point off all clauses, restrictive as well as descriptive. The apostrophe is used to indicate vowel elision only: *un'opera d'arte* (for *una opera di arte*), *sopra 'l letto* (for *sopra il letto*). The space after the apostrophe is no longer required.

Abbreviations

a/c.	a conto, account
a. c.	anno corrente, current year
a. D.	anno Domini, in the year of our Lord
a. m., ant.	antimeridiano, a. m.
a. p.	anno passato, last year
c. m.	corrente mese, instant
C.^{a}	Compagnia, company
d. C.	dopo Cristo, after Christ
Dep. prov.	Deputato provinciale, member of the provincial parliament
disp.	dispensa, number, part
ecc.	eccetera, etc.
Ed.	Edizione, edition; Editore, editor
es.	esempio, example
fasc.	fascicolo, number, part
f(err).	ferrovia, railroad
f.co	franco, post free
F.lli	Fratelli, brothers
Giun.	Giuniore, junior
I. Cl.	prima classe, first class
Ill.mo	Illustrissimo, most illustrious
l. it.	lire italiane, Italian lires
LL. MM.	Loro Maesta, Their Majesties
N.^{i}	Numeri, numbers
N.^{o}	Numero, number
On.	Onorevole, Honorable
p. m., pom.	pomeridiane, p. m.

Cardinal numbers

uno	one
due	two
tre	three
quattro	four
cinque	five
sei	six
sette	seven
otto	eight
nove	nine
dieci	ten
undici	eleven
dodici	twelve
tredici	thirteen
quattordici	fourteen
quindici	fifteen
sedici	sixteen
diciassette diciasette	seventeen
diciotto	eighteen
diciannove dicianove	nineteen
venti	twenty
ventuno	twenty-one
ventidue	twenty-two
ventitrè, etc.	twenty-three, etc.
ventotto, etc.	twenty-eight, etc.
trenta	thirty
quaranta	forty
cinquanta	fifty
sessanta	sixty
settanta	seventy
ottanta	eighty
novanta	ninety
novantuno, etc.	ninety-one, etc.
cento	hundred
cent(o)uno, etc.	one hundred and one, etc.
duecento, etc.	two hundred, etc.
mille, mila	thousand
duemila, etc.	two thousand, etc.

Ordinal numbers

primo, -a	first	ventesimo	twentieth
secondo	second	ventunesimo ventesimo primo, etc.	twenty-first, etc.
terzo	third		
quarto	fourth	trentesimo	thirtieth
quinto	fifth	quarantesimo	fortieth
sesto	sixth	cinquantesimo	fiftieth
settimo	seventh	sessantesimo, etc.	sixtieth, etc.
ottavo	eighth	centesimo	hundredth
nono	ninth	centesimo primo, etc.	one hundred and first, etc.
decimo decima	tenth		
decimo primo undicesimo	eleventh	dugentesimo	two hundredth
dodicesimo	twelfth	trecentesimo, etc.	three hundredth, etc.
tredicesimo	thirteenth		
quattordicesimo decimo quarto, etc.	fourteenth, etc.	millesimo	thousandth

Months

gennaio (genn.)	January	luglio	July
febbraio (febb.)	February	agosto	August
marzo	March	settembre (sett.)	September
aprile	April	ottobre (ott.)	October
maggio (magg.)	May	novembre (nov.)	November
giugno	June	dicembre (dic.)	December

Days

domenica	Sunday	giovedì	Thursday
lunedì	Monday	venerdì	Friday
martedì	Tuesday	sabato	Saturday
mercoledì	Wednesday		

Seasons

primavera	spring	autunno	autumn
estate	summer	inverno	winter

Time

ora	hour	mese	month
giorno	day	anno	year
settimana	week		

References.—Alfred Hoare, A Short Italian Dictionary (1939); Robert A. Hall, Jr., Descriptive Italian Grammar (1948).

LATIN

Gallia est omnis divisa in partes tres, quarum unam incolunt Belgae, aliam Aquitani, tertiam qui ipsorum lingua Celtae nostra Galli appellantur. Hi omnes lingua institutis legibus inter se differunt.—Caesar, Bellum Gallicum I. 1.

Alphabet and pronunciation

A	a	long: *ah;* short: *o* in hot	O	o	long: *o* in note; short: *o* in fort
B	b	*b*	P	p	*p*
C	c	*k*	Q	q	*k*
D	d	*d*	R	r	*r*
E	e	long: *e* in there; short: *e* in met	S	s	*s*
F	f	*f*	T	t	*t*
G	g	*g* in go	U	u	long: *oo* in food; short: *oo* in good; like *w* after *q*, and usually after other consonants before another vowel
H	h	*h*	V	v	*w*
I	i	long: *ee;* short: *i* in sit	X	x	*ks*
J	j	*y* in yet	Y	y	*ee; i* as for *i*
K	k	*k*	Z	z	*z*
L	l	*l*			
M	m	*m*			
N	n	*n*			

Consonants

Formerly *u* and *v* were written with *v*, and *i* and *j* with *i*. Modern texts customarily distinguish both pairs. Thus: *uva, visu, janua, Jove.*

K, *z*, and *y* are rather rare, occurring mostly in loanwords. *Q* is used only in the combination *qu*, pronounced *kw*.

The digraphs *ch*, *ph*, and *th* are pronounced as *k*, *f*, and *t*, respectively.

Vowels

Each of the five vowels is either long or short in each occurrence, and an accurate pronunciation will reflect this difference. Elementary texts usually mark the long vowels with a macron; thus: *ā, ē, ī, ō, ū.*

Diphthongs

Two short vowels may occur together in the same syllable, in which case the second of the two is a semivowel; i. e., *u* as the second element of a diphthong is pronounced like *w*, and *i* or *e* in this position is pronounced like *y*. The commonest diphthongs are *ae* and *au*, pronounced to rhyme with high and how. Less common are *ei* (as in vein), *eu*, *oe* (as *oi* in oil), and *ui*.

Consonantal units [1]

The following combinations are referred to as consonant clusters in the rules given below for syllabification: *bl, br, cl, cr, dr, fl, fr, gl, gr, pl, pr, tl, tr, scr, str, spl, spr.*

The digraphs *ch*, *ph*, and *th* are treated just like *c*, *f*, and *t* in consonant clusters.

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[1] Some Latin lexicographers still use the classic method of determining consonantal units; namely, any group of consonants which can begin a word constitutes a consonantal unit and may begin a syllable. This method is still in use in Greek syllabification; but in present-day Latin orthography it has been largely replaced by the Romance-language method, given in the text and recommended by Allen and Greenough. (See References.)

Rules for syllabification

1. Diphthongs, digraphs, and consonant clusters may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonant cluster: *ca-sus, si-pho, pa-tres, cae-lum.*

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonant cluster: *vit-ta, mag-nus, punc-tus, bac-chor, am-plus.*

4. Division may be made between vowels not constituting a diphthong: *pu-er, di-es, fili-us, Tro-ius.*

5. Certain adverbial prefixes are kept intact. These are: *ab, ante, circum, cis, con, de, ex, extra, in, inter, intro, ob, per, prae, praeter, per, post, pro(d), propter, re(d), sub, super, supra,* and *trans: ab-eo, con-scriptum, inter-esse.*

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *quot-annis, et-enim, sic-ut.*

7. The letter *x* is retained with the preceding syllable: *dix-it.*

NOTE.—The above rules do not apply to anglicized Latin scientific names used in English works. Their syllabification follows the English practice.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-a-li-e-no	(5, 2, 4, 2)
ab-scin-do	(5, 3)
ac-cli-na-tus	(3, 2, 2)
ad-ae-qua-tus	(5, 2, 2)
ad-emp-tus	(5, 3)
am-plex-us	(3, 7)
cir-cum-ac-tus	(3, 5, 3)
Cis-al-pi-nus	(5, 3, 2)
con-sue-tus	(5, 2)
de-spon-sum	(5, 3)
et-e-nim	(6, 2)
ex-em-plum	(7, 3)
in-a-nis	(5, 2)
in-ep-ti	(5, 3)
in-ter-ea	(3, 5)
ne-sci-tus	(6, 2)
ob-la-tus	(5, 2)
per-ac-tus	(5, 3)
per-e-git	(5, 2)
pe-ri-cli-ta-tio	(2, 2, 2, 2)
post-ea-quam	(5, 6)
post-hu-mus	(5, 2)
post-sce-ni-um	(5, 2, 4)
pos-tu-la-tus	(3, 2, 2)
prae-scrip-tus	(5, 3)
prae-ter-i-tum	(2, 5, 2)
prod-es-se	(5, 3)
proe-li-um	(2, 4)
pro-stra-tum	(5, 2)
pro-sub-ac-tum	(5, 5, 3)
pu-bli-ca-tus	(2, 2, 2)
quam-ob-rem	(6, 6)
quem-ad-mo-dum	(6, 6, 2)
re-cru-des-co	(5, 2, 3)
red-ac-tus	(5, 3)
re-duc-tus	(5, 3)
re-frac-tum	(5, 3)
re-spec-tus	(5, 3)
res-pu-bli-ca	(6, 2, 2)
ses-cen-ti	(6, 3)
sua-de-re	(2, 2)
sub-ac-tio	(5, 3)
su-pra-scan-do	(2, 5, 3)
trans-ab-i-tum	(5, 5, 2)
trans-ad-ac-tum	(5, 5, 3)
tran-su-tum	(3, 2)
tri-um-pho	(4, 3)
tu-mul-tu-o-sus	(2, 3, 4, 2)
una-ni-mus	(2, 2)
usus-fruc-tus	(6, 3)
va-li-dus	(2, 2)
Xe-no-phon	(2, 2)

Stress and diacritics

Words of two syllables are always stressed on the first syllable: *ROma, LIber.*

In words of more than two syllables, the stress is on the next to the last syllable if that syllable ends in a consonant, a long vowel, or a diphthong. Otherwise the stress is on the third from the last syllable. Thus: ho-NO-ris, CON-su-lis.

There are only two diacritical marks, the long mark (¯, macron) and the short mark (˘, breve). They are used only in elementary works.

Capitalization and punctuation

American editors usually follow the English conventions in capitalization and punctuation.

Abbreviations

a., annus, year; ante, before

A.A.C., anno ante Christum, in the year before Christ

A.A.S., Academiae Americanae Socius, Fellow of the American Academy [Academy of Arts and Sciences]

A.B., artium baccalaureus, bachelor of arts

ab init., ab initio, from the beginning

abs. re., absente reo, the defendant being absent

A.C., ante Christum, before Christ

Abbreviations—Continued

A.D., anno Domini, in the year of our Lord
a.d., ante diem, before the day
ad fin., ad finem, at the end, to one end
ad h.l., ad hunc locum, to this place, on this passage
ad inf., ad infinitum, to infinity
ad init., ad initium, at the beginning
ad int., ad interim, in the meantime
ad lib., ad libitum, at pleasure
ad loc., ad locum, at the place
ad val., ad valorem, according to value
A.I., anno inventionis, in the year of the discovery
al., alia, alii, other things, other persons
A.M., anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiem, before noon
an., anno, in the year; ante, before
ann., annales, annals; anni, years
A.R.S.S., Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries
A.U.C., anno urbis conditae, in [the year from] the building of the City [Rome], 753 B.C.
B.A., baccalaureus artium, bachelor of arts
B. Sc., baccalaureus scientiae, bachelor of science
C., centum, a hundred; condemno, I condemn
c., circa, about
cent., centum, a hundred
cf., confer, compare
C.M., chirurgiae magister, master of surgery
coch., cochlear, a spoon, spoonful
coch. amp., cochlear amplum, a tablespoonful
coch. mag., cochlear magnum, a large spoonful
coch. med., cochlear medium, a dessert spoonful
coch. parv., cochlear parvum, a teaspoonful
con., contra, against; conjunx, wife
C.P.S., custos privati sigilli, keeper of the privy seal
C.S., custos sigilli, keeper of the seal
cwt., c. for centum, wt. for weight, hundredweight
D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give
D.D., divinitatis doctor, doctor of divinity
D.G., Dei gratia, by the grace of God; Deo gratias, thanks to God
D.N., Dominus noster, our Lord
D. Sc., doctor scientiae, doctor of science
d.s.p., decessit sine prole, died without issue
D.V., Deo volente, God willing
dwt., d. for denarius, wt. for weight pennyweight
e.g., exempli gratia, for example
et al., et alibi, and elsewhere; et alii, or aliae, and others
etc., et ceteri, ceterae, or cetera, and others, and so forth
et seq., et sequentes, and those that follow
et ux., et uxor, and wife
F., filius, son
f., fiat, let it be made; forte, strong
fac., factum similis, facsimile, an exact copy
fasc., fasciculus, a bundle
fl., flores, flowers; floruit, flourished; fluidus, fluid
f.r., folio recto, right-hand page
F.R.S., Fraternitatis Regiae Socius, Fellow of the Royal Society
f.v., folio verso, on the back of the leaf
guttat., guttatim, by drops
H., hora, hour
h.a., hoc anno, in this year; hujus anni, this year's
hab. corp., habeas corpus, have the body—a writ
h.e., hic est, this is; hoc est, that is
h.m., hoc mense, in this month; huius mensis, this month's
h.q., hoc quaere, look for this
H.R.I.P., hic requiescat in pace, here rests in peace
H.S., hic sepultus, here is buried; hic situs, here lies; h. s., hoc sensu, in this sense
H.S.S., Historiae Societatis Socius, Fellow of the Historical Society
h.t., hoc tempore, at this time; hoc titulo, in or under this title
I, Idus, the Ides; i., id, that; immortalis, immortal
ib. or ibid., ibidem, in the same place
id., idem, the same
i.e., id est, that is
imp., imprimatur, sanction, let it be printed
I.N.D., in nomine Dei, in the name of God
in f., in fine, at the end
inf., infra, below
init., initio, in the beginning
in lim., in limine, on the threshold, at the outset
in loc., in loco, in its place
in loc. cit., in loco citato, in the place cited
in pr., in principio, in the beginning
in trans., in transitu, on the way
i.q., idem quod, the same as
i.q.e.d., id quod erat demonstrandum, what was to be proved
J., judex, judge
J.C.D., juris civilis doctor, doctor of civil law
J.D., jurum doctor, doctor of laws

Abbreviations—Continued

J.U.D., juris utriusque doctor, doctor of both civil and canon law
L., liber, a book; locus, a place
£, libra, pound; placed before figures, thus £10; if l., to be placed after, as 40l.
L.A.M., liberalium artium magister, master of the liberal arts
L.B., baccalaureus literarum, bachelor of letters
lb., libra, pound (singular and plural)
L.H.D., literarum humaniorum doctor, doctor of the more humane letters
Litt. D., literarum doctor, doctor of letters
LL.B., legum baccalaureus, bachelor of laws
LL.D., legum doctor, doctor of laws
LL.M., legum magister, master of laws
loc. cit., loco citato, in the place cited
loq., loquitur, he, or she, speaks
L.S., locus sigilli, the place of the seal
l.s.c., loco supra citato, in the place above cited
£ s. d., librae, solidi, denarii, pounds, shillings, pence
M., magister, master; manipulus, handful; medicinae, of medicine; m., meridies, noon
M.A., magister artium, master of arts
M.B., medicinae baccalaureus, bachelor of medicine
M. Ch., magister chirurgiae, master of surgery
M.D., medicinae doctor, doctor of medicine
m.m., mutatis mutandis, with the necessary changes
m.n., mutato nomine, the name being changed
MS., manuscriptum, manuscript; MSS., manuscripta, manuscripts
Mus. B., musicae baccalaureus, bachelor of music
Mus. D., musicae doctor, doctor of music
Mus. M., musicae magister, master of music
N., Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night
N.B., nota bene, mark well
ni. pri., nisi prius, unless before
nob., nobis, for (or on) our part
nol. pros., nolle prosequi, will not prosecute
non cul., non culpabilis, not guilty
n.l., non licet, it is not permitted; non liquet, it is not clear; non longe, not far
non obs., non obstante, notwithstanding
non pros., non prosequitur, he does not prosecute
non seq., non sequitur, it does not follow logically
O., octarius, a pint
ob., obiit, he, or she, died; obiter, incidentally
ob. s.p., obiit sine prole, died without issue
o.c., opere citato, in the work cited
op., opus, work; opera, works
op. cit., opere citato, in the work cited
P., papa, pope; pater, father; pontifex, bishop; populus, people; p., partim, in part; per, by, for; pius, holy; pondere, by weight; post, after; primus, first; pro, for
p.a., or per ann., per annum, yearly; pro anno, for the year
p. ae., partes aequales, equal parts
pass., passim, everywhere
per cent., per centum, by the hundred
pil., pilula, pill
Ph. B., philosophiae baccalaureus, bachelor of philosophy
P.M., post mortem, after death
p.m., post meridiem, afternoon
pro tem., pro tempore, for the time being
prox., proximo, in or of the next [month]
P.S., postscriptum, postscript; P.SS., postscripta, postscripts
q.d., quasi dicat, as if one should say; quasi dictum, as if said; quasi dixisset, as if he had said
q.e., quod est, which is
Q.E.D., quod erat demonstrandum, which was to be demonstrated
Q.E.F., quod erat faciendum, which was to be done
Q.E.I., quod erat inveniendum, which was to be found out
q.l., quantum libet, as much as you please
q. pl., quantum placet, as much as seems good
q.s., quantum sufficit, sufficient quantity
q.v., quantum vis, as much as you will; quod vide, which see; qq. v., quos, quae, or qua vide, which see (plural)
R., regina, queen; recto, right-hand page; respublica, commonwealth
℞, recipe, take
R.I.P., requiescat, or requiescant, in pace, may he, she, or they, rest in peace
R.P.D., rerum politicarum doctor, doctor of political science
rr., rarissime, very rarely
R.S.S., Regiae Societatis Sodalis, Fellow of the Royal Society
S., sepultus, buried; situs, lies; societas, society; socius or sodalis, fellow; s., semi, half; solidus, shilling
s.a., sine anno, without date; secundum artem, according to art
S.A.S., Societatis Antiquariorum Socius, Fellow of the Society of Antiquaries
sc., scilicet, namely; sculpsit, he, or she, carved or engraved it

Abbreviations—Continued

Sc. B., scientiae baccalaureus, bachelor of science
Sc. D., scientiae doctor, doctor of science
S.D., salutem dicit, sends greetings
s.d., sine die, indefinitely
sec., secundum, according to
sec. leg., secundum legem, according to law
sec. nat., secundum naturam, according to nature, or naturally
sec. reg., secundum regulam, according to rule
seq., sequens, sequentes, sequentia, the following
S.H.S., Societatis Historiae Socius, Fellow of the Historical Society
s.h.v., sub hac voce or sub hoc verbo, under this word
s.l.a.n., sine loco, anno, vel nomine, without place, date, or name
s.l.p., sine legitima prole, without lawful issue
s.m.p., sine mascula prole, without male issue
s.n., sine nomine, without name
s.p., sine prole, without issue
S.P.A.S., Societatis Philosophiae Americanae Socius, Fellow of the American Philosophical Society
s.p.s., sine prole superstite, without surviving issue
S.R.S., Societatis Regiae Socius or Sodalis, Fellow of the Royal Society
ss, scilicet, namely (in law)
S.S.C., Societas Sanctae Crucis, Society of the Holy Cross
stat., statim, immediately
S.T.B., sacrae theologiae baccalaureus, bachelor of sacred theology
S.T.D., sacrae theologiae doctor, doctor of sacred theology
S.T.P., sacrae theologiae professor, professor of sacred theology
sub., subaudi, understand, supply
sup., supra, above
t. or temp., tempore, in the time of
tal. qual., talis qualis, just as they come; average quality
U.J.D., utriusque juris doctor, doctor of both civil and canon law
ult., ultimo, last month (may be abbreviated in writing but should be spelled out in printing)
ung., unguentum, ointment
u.s., ubi supra, in the place above mentioned
ut dict., ut dictum, as directed
ut sup., ut supra, as above
ux., uxor, wife
v., versus, against; vide, see; voce, voice
v. —— a., vixit —— annos, lived [so many] years
verb. sap., verbum [satis] sapienti, a word to the wise suffices
v.g., verbi gratia, for example
viz, videlicet, namely
v.s., vide supra, see above

Cardinal numbers

unus, una, unum	one
duo, duae, duo	two
tres, tria	three
quattuor	four
quinque	five
sex	six
septem	seven
octo	eight
novem	nine
decem	ten
undecim	eleven
duodecim	twelve
tredecim	thirteen
quattuordecim	fourteen
quindecim	fifteen
sedecim	sixteen
septendecim	seventeen
duodeviginti	eighteen
undeviginti	nineteen
viginti	twenty
viginti unus, etc.	twenty-one, etc.

duodetriginta	twenty-eight
undetriginta	twenty-nine
triginta	thirty
quadraginta	forty
quinquaginta	fifty
sexaginta	sixty
septuaginta	seventy
octoginta	eighty
nonaginta	ninety
centum	hundred
centum unus, etc.	hundred and one, etc.
ducenti, -ae, -a	two hundred
trecenti	three hundred
quadringenti	four hundred
quingenti	five hundred
sescenti	six hundred
septingenti	seven hundred
octingenti	eight hundred
nongenti	nine hundred
mille	thousand

Ordinal numbers

primus	first	duodecimus	twelfth
secundus	second	tertius decimus, etc.	thirteenth, etc.
tertius	third		
quartus	fourth	duodevicesimus	eighteenth
quintus	fifth	undevicesimus	nineteenth
sextus	sixth	vicesimus, vigesimus	twentieth
septimus	seventh		
octavus	eighth	vicesimus primus, etc.	twenty-first, etc.
nonus	ninth		
decimus	tenth	centesimus	hundredth
undecimus	eleventh	millesimus	thousandth

Months

Januarius	January	Julius	July
Februarius	February	Augustus	August
Martius	March	September	September
Aprilis	April	October	October
Maius	May	November	November
Junius	June	December	December

Days

dies solis	Sunday	dies Mercurii	Wednesday
dies dominica		dies Iovis	Thursday
dies lunae	Monday	dies Veneris	Friday
dies Martis	Tuesday	dies Saturni	Saturday

Seasons

ver	spring	autumnus	autumn
aestas	summer	hiems	winter

Time

hora	hour	mensis	month
dies	day	annus	year
hebdomas	week	centuria	century

REFERENCES.—Allen and Greenough, A New Latin Grammar (1920); J. R. V. Marchant and Joseph F. Charles, Cassell's Latin-English and English-Latin Dictionary (1909); Edgar H. Sturtevant, The Pronunciation of Greek and Latin (1940).

NORWEGIAN

Fra De forente Stater kom bare 6,9 pst. av importen, først og fremst hvete. Norge innførte også hvete fra Argentina, Kanada og Sovjet-Russland, og bare en femtedel av de norske bilene kom direkte fra Amerika. Norges største eksportvare var papir og cellulose (19,2 pst.), så kom som nummer to fiskeprodukter og hermetikk (15,3), som nummer tre metaller (13 pst.).—Einar Haugen, Spoken Norwegian, p. 505.

Alphabet and pronunciation

A	a	in stressed syllables followed by one consonant or none, like *a* in father, but tending toward *aw* in law; in stressed syllables followed by two or more consonants and in unstressed syllables, like *a* in father, but very short, resembling more *u* in but
B	b	*b;* formerly often written for sound *p*
C	c	*s* in so before *e, i, y;* like *k* before *a, o, u,* or consonant; occurs only in foreign words; now practically obsolete, being written *k* or *s;* combination *ch,* like *ch* in chorus; in French words, like *sh*
D	d	*d;* often silent after *l, n, r,* and at end of words
E	e	in stressed syllables followed by one consonant or none, like *i* in pit, but longer; before *r,* like *a* in man; in stressed syllables followed by a consonant other than *r* plus another consonant, like *e* in let, but tending toward *i* in pit; in stressed syllables followed by *r* plus another consonant, like *a* in hat; in the words *De* and *de,* like *ee* in meet, but shorter; in unstressed syllables, like *a* in sofa
F	f	*f*
G	g	*g* in go; before *i, y, ei,* or *øy,* almost always like *y* in yes; after *e* at end of a few words (*jeg, meg, deg, seg*), like *y* in say; silent before *j,* in the word *og,* in suffix *-ig,* and in a few other words; in French words, often like *sh*
H	h	*h;* silent before *j* or *v*
I	i	in stressed syllables followed by one consonant or none, like *ee* in meet; in stressed syllables followed by two or more consonants and in unstressed syllables, like *ee* in meet, but shorter
J	j	*y* in yes; in French words, like *sh*
K	k	*k;* before *i, y, j, ei,* or *øy,* like strong *h* in hue—i. e., like German *ch* in ich
L	l	*ll* in million; sometimes silent before *j*
M	m	*m*
N	n	*n;* combination *ng,* like *ng* in singer; combination *nk,* like *nk* in sink; in French words, *en* and *an* often pronounced as though written *ang*
O	o	in stressed syllables followed by one consonant or none, like *o* in go, but with lips pursed, resembling more *oo* in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like *u* in put

P	p	*p*
Q	q	always followed by *v* (or *u*), combination being pronounced and now written *kv;* occurs only in foreign words
R	r	before vowel, like *r*, but slightly trilled, with tip of tongue against gums just above upper teeth; resembles Scotch burr or Italian *r;* before *d, l, n, t,* the *r* loses its trill and sounds somewhat like American *r;* always combines with following *s* to produce sound *sh;* in French words, often silent when final after *e*
S	s	*s* in sing; before *j* like *sh;* combination *sk* before *i, y, j, ei,* or *øy* almost always like *sh;* always combines with preceding *r* to produce sound *sh;* in foreign words, combination *sc* like *s*, or in a few words like *sk; sch* like *sh*, or in a few words like *sk; si* followed by vowel (now written *sj*) like *sh*
T	t	*t;* combination *tj* sometimes pronounced as though written *kj;* silent in word *det* and in *-et*, definite article suffixed to all neuter nouns; in Latin words when followed by *i* and another vowel, like *ts;* ending *tion* (now written *sjon*) pronounced as though written *sjon*
U	u	in stressed syllables followed by one consonant or none, like *oo* in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like *oo* in food, but shorter
V	v	*v;* silent in word *av* and after *l*
W	w	*v;* occurs in foreign words
X	x	*ks;* at beginning of words, like *s*
Y	y	in stressed syllables followed by one consonant or none, like *ee* in meet, with lips rounded as in pronouncing *oo* in food, being similar to long German *ü* or French *u;* in stressed syllables followed by two or more consonants and in unstressed syllables, like *ee* in meet, but shorter, with lips rounded as in pronouncing *u* in put, being similar to short German *ü* or French *u*
Z	z	*s* in sing; occurs only in foreign words
Æ	æ	formerly sometimes written *Ä, ä;* many words formerly written with *æ* now written with *e;* in stressed syllables followed by one consonant or none, like *a* in care; in stressed syllables followed by two or more consonants and in unstressed syllables, like *a* in hat, this sound occurring only before *r*
Ø	ø	formerly often written *Ö, ö;* in stressed syllables followed by one consonant or none, like *i* in pit, but longer, with lips rounded as in pronouncing *oo* in food, being similar to long German *ö* or French *eu;* in stressed syllables followed by two or more consonants and in unstressed syllables, like *e* in pet, with lips rounded as in pronouncing *u* in pull, being similar to short German *ö* or French *eu*
Å	å	formerly written *Aa, aa;* in stressed syllables followed by one consonant or none, like *aw* in law; in stressed syllables followed by two or more consonants and in unstressed syllables, like *aw* in law, but shorter

Norway has two official languages, riksmål and landsmål. Both are used in the Government service. Riksmål was in the past generally known as Dano-Norwegian, a written language acquired from Denmark during the centuries the two nations were united (1397 to 1814). It differed in many ways from the speech of the Norwegian people, and in its written form was almost identical with Danish.

In order to make the written conform more to the spoken form of the language, the Storting (the Norwegian Parliament) has thrice passed changes in riksmål orthography—in 1907, 1917, and 1938, as well as numerous minor changes inbetween. These changes were binding only for Government officials and schoolbooks. It is this language that is described above. Private individuals and publishers have been free to use the new systems or not, as they have seen fit. Thus various systems of writing are in use today, side by side.

The other official language, the landsmål, now known as New Norwegian, or nynorsk, is a synthetic language constructed about a century ago from the local dialects. It is not at all, or very little, influenced by Danish. Although officially having the same recognition as the riksmål, its use is more restricted, and it unquestionably occupies a secondary position.

The two languages, and their dialects, are in any event very similar, and in their struggle for supremacy are constantly influencing each other. The result may in the end be a single "compromise" language.

However that may be, the linguistic situation in Norway, both in its written and spoken aspects, is very much in a state of flux, and it is particularly difficult to make clearcut statements about it.

Special characters

Norwegian uses the Latin alphabet with the addition of three special characters—the last three shown in the alphabet.

The letters *c*, *q*, *w*, *x*, and *z* are now used only in foreign words and proper names. Even in popular words of foreign origin they are preferably avoided by substituting *k* or *s* for *c*, *kv* for *qu*, *v* for *w*, *ks* for *x*, and *s* for *z*.

Fraktur type (German text) was abolished officially in 1907, and is now scarcely in use anywhere.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *å;* the so-called back vowels being *a*, *o*, *u*, and *å;* the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are all consonants.

Combinations of vowel letters (diphthongs)

The diphthongs and their sounds are as follows:

ai as *ai* in aisle
au as *ou* in our
ei as *ei* in weigh
oi (in foreign words), as *oi* in boil
øy (formerly written *øi*), like Norwegian *ø* followed by slight sound of Norwegian *y*, the two being sounded as one syllable
eu (in foreign words), like Norwegian *æ* followed by slight sound of Norwegian *u*, the two being sounded as one syllable
ou (in foreign words), like Norwegian *u*

Combinations of consonantal letters (digraphs)

The digraphs and their sounds are:

ch (in foreign words), as *sh* in shall or *ch* in chorus
gj as *y* in yes
hj
hv
kj
lj
ng
ph (in foreign words; obsolete)
ps (in foreign words)
qv (also written *qu*; in foreign words, obsolete)
sc (in foreign words)
sch (in foreign words)
sh (in foreign words)
sj (also formerly written *si*, *ti* in foreign words), as *sh* in shall
sk as *sh* in shall (before front vowels)
th (usually in foreign words), as *t*
tj
wh (in foreign words)

Consonantal units

For purposes of syllabification, consonant combinations are treated as units. In addition to the digraphs, the following are also consonantal units: *kv, skj, sp, spr, st, str*.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ale-ne, hvi-ske, hu-stru, bei-ning.*
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *af-ten, dan-ske, sek-sten, tjenst-lig, blom-ster.*
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and another vowel: *fri-er, lei-er.*
5. Certain adverbial prefixes are kept intact. These are: *ad, an, av, bak, be, bi, bort, efter, er, for, fra, frem, ge, in, inn* (formerly *ind*), *med, mis, ned, om, opp* (formerly *op*), *over, på* (formerly *paa*), *til, under, unn* (formerly *und*), *ut, ute,* and *ved: ad-splitte, an-bringe, av-klipp, bak-slag,* etc.
6. Certain suffixes are kept intact. These are: *aktig* (*agtig*), *artet, asje, het* (*hed*), *inne* (*inde*): *barn-agtig, god-artet, lekk-asje, matt-het, vert-inne.*
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *aften-avis, aften-blad, aftens-tid.*
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *pa-triot, anti-kvar, inter-esse, mid-shipman.* Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *me-trisk, hemi-tropi, dia-gnose.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification **rules**]

ame-ri-kan-ske	(2, 2, 3)
ar-ke-o-lo-gi	(3, 4, 2, 2)
av-brek-ke	(5, 3)
be-skjef-ti-gel-se	(5, 3, 2, 3)
der-et-ter	(7, 3)
egen-ar-tet	(6, 3)
eks-al-te-re	(8, 3, 2)
en-gel-ske	(3, 3)
eng-len-der	(3, 3)
er-ind-ring	(5, 3)
eu-ro-pei-ske	(2, 2, 2)
for-en-te	(5, 3)
gjen-gjel-de	(3, 3)
halv-å-rig	(7, 2)
inn-plan-te	(5, 3)
in-ter-es-sant	(3, 8, 3)
kjens-gjer-ning	(3, 3)
ned-sla-ge-ne	(5, 2, 2)
om-ar-bei-de	(5, 3, 2)
over-ens-komst	(5, 3)
pa-ra-graf	(2, 8)
pa-tri-ot	(8, 4)
pa-tri-o-ti-ske	(8, 4, 2, 2)
post-skrip-tum	(8, 3)
på-dra	(5, 2)
på-gjel-den-de	(5, 3, 3)
re-gje-ring	(2, 2)
re-pre-sen-ta-sjon	(8, 2, 3, 2)
re-pu-blikk	(2, 8)
re-pu-bli-kan-ske	(2, 8, 2, 3)
sam-men-brin-ge	(3, 7, 3)
selv-an-kla-ge	(7, 5, 2)
ska-des-er-stat-ning	(2, 7, 5, 3)
stats-for-fat-ning	(7, 5, 3)
sy-ste-ma-tisk	(2, 2, 2)
tids-reg-ning	(7, 3)
til-gren-sen-de	(5, 3, 3)
tre-å-rig	(7, 2)
ty-de-lig	(2, 2)
un-der-of-fi-ser	(3, 5, 3, 2)
un-der-skri-ve	(3, 5, 2)
unn-dra	(5, 2)
unn-skyld-ning	(5, 3)
uor-dent-lig	(3, 3)
urett-mes-sig	(7, 3)
ut-ar-bei-de	(5, 3, 2)
ute-stå-en-de	(5, 4, 3)
uvil-kår-lig	(3, 3)
vå-pen-ø-vel-se	(2, 7, 2, 3)
yt-rings-fri-het	(3, 7, 6)
æt-ling-arv	(3, 7)
øn-ske-lig	(3, 2)

Stress and diacritics

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-, er-, for-, ge-,* in which case the syllable following the prefix is stressed. Words borrowed from French are usually stressed on the last or next to last syllable. In compound words, the first component receives the primary stress, the second receives secondary stress.

In stressed syllables, vowels are long before one consonant or none, but short before two consonants or more. However, the letter *m* is never doubled at the end of a word, even though it nearly always follows a short vowel. Some words which usually occur unstressed in the sentence are written with only one consonant following the short vowel. The addition of an ending beginning with a consonant usually, but not always, makes the vowel short. Under such conditions, a long vowel may stand before two or more consonants.

Norwegian words of one syllable when pronounced in isolation or in accented positions in a sentence, and is one of the syllables of longer words, are spoken with a stress or loudness accompanied by pitch. The pitch is raised in monosyllables and in many longer words. Other words of more than one syllable have a pitch on the accented syllable that falls and then rises again on the next syllable. It is not possible to tell from the spelling which pitch-stress combination is to be used.

Consonants when written double are always pronounced long; compare with the long *d* in English midday.

With the exception of *å* (sometimes replaced by *aa*), *ä* (variant for *æ*), *ö* (variant for *ø*), diacritics are used only in foreign loanwords and in certain proper names.

Capitalization

Capitalization is now as in English, except that the polite personal pronouns *De, Dem, Deres,* and the familiar *I* are capitalized, but proper adjectives and the names of the months and the days of the week are lowercased. A capital is not required to begin a new line of poetry.

Previously, Norwegian followed the German custom of capitalizing all words that functioned as nouns.

Punctuation

Punctuation is very much like that of English. Norwegian used to punctuate like German, with commas before every clause, but the tendency is away from that now. A comma is not used before the word *og* in an enumeration (A, B, C og D), but is often used where English would have a semicolon or a period. Sometimes commas are used instead of periods for decimals: 10,6. Commas are not used between thousands: 1 000 000.

Abbreviations

adr.	adresse, address
ang.	angående, concerning, re
A/S	Aksjeselskap, joint-stock company
avd.	avdøde, deceased
bl. a.	blant annet, among others
d. å.	dette år, this year
d. e.	det er, this is, i. e.
d. v. s.	det vil si, that is
e. K.	etter Kristi, after Christ, A. D.
el.	eller, or
e. m.	ettermiddag, p. m.
f.	født, born, née; for, for; før, before
f. eks.	for eksempel, for example, e. g.
f. K.	før Kristus, before Christ
f. m.	formiddag, before noon, a. m.
f. o. m.	fra og med, from and with (on)
Frk.	Frøken, Miss
Hds. Maj.	Hennes Majestet, Her Majesty
H. K. H.	Hans Kongelige Højhed, His Royal Highness
H. M.	Hans Majestet, His Majesty
Hr.	Herr, Mr., Sir
ifl.	ifølge, according to
kap.	kapitel, chapter
m. a. o.	med andre ord, in other words
m. fl.	med flere, et al.
m. h. t.	med hensyn til, as regards to
m. m.	med mere, etc.
nl.	nemlig, namely
o. a.	og annet, and others
o. fl.	og flere, etc.
o. s. v. (osv)	og så videre, and so forth
p. ct. (pct)	prosent, percent
s.	side, page; søndre, south
u.	under, under
yr.	den yngre, junior
ø.	øre, half farthing

Cardinal numbers

en, et(t)	one	atten	eighteen
to	two	nitten	nineteen
tre, tri	three	tyve	twenty
fire	four	en og tyve, etc	twenty-one, etc.
fem	five	tretti (tredve)	thirty
seks	six	firti	forty
syv	seven	femti	fifty
otte	eight	seksti	sixty
ni	nine	sytti	seventy
ti	ten	otti	eighty
elleve	eleven	nitti	ninety
tolv	twelve	hundrede	hundred
tretten	thirteen	hundrede og en, etc.	one hundred and one, etc.
fjorten	fourteen		
femten	fifteen	to hundrede, etc.	two hundred, etc.
seksten	sixteen	tusen	thousand
sytten	seventeen		

Ordinal numbers

første	first	ellevte	eleventh
annen (annet)	second	tolvte	twelfth
tredje	third	trettende, etc.	thirteenth, etc.
fjerde	fourth	tyvende	twentieth
femte	fifth	enogtyvende	twenty-first, etc.
sjette	sixth	trettiende (tredevte)	thirtieth
syvende	seventh	firtiende, etc.	fortieth, etc.
ottende	eighth	hundrede	hundredth
niende	ninth	hundrede og første	one hundred and first
tiende	tenth		

Months

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
mai	May	november (nov.)	November
juni	June	desember (des.)	December

Days

søndag	Sunday	torsdag	Thursday
mandag	Monday	fredag	Friday
tirsdag	Tuesday	lørdag	Saturday
onsdag	Wednesday		

Seasons

vår	spring	høst	autumn
sommer	summer	vinter	winter

Time

time	hour	måned	month
dag	day	år	year
uke	week		

REFERENCES.—P. Groth, A Norwegian Grammar (1924); Jakob Sverdrup og Marius Sandvei, Norsk Rettskrivningsordbook (1940); J. Brynildsen, Norsk-Engelsk Ordbook (1927); Einar Haugen, Beginning Norwegian (1937); H. Scavenius, Norsk-English Ordbok (1943); Einar Haugen, Spoken Norwegian (1944).

POLISH

Życie i dzieje tych odlamów narodu polskiego, które już od paru pokoleń przeniosły się na daleki kontynent zachodni i tam, w ramach państwowych Stanów Zjednoczonych Ameryki Północnej, kształtują swój los, są nam bardzo mało znane.—W. Doroszewski, Język polski w Stanach Zjednoczonych A. P., Warsaw, 1938, p. 1.

Alphabet and pronunciation

A	a	*a* in father
Ą	ą	somewhat like *awn* in dawn, or like French *on*
B	b	*b*
C	c	*ts* in hats
Ch	ch	like German *ch*, or a strong *h*
Cz	cz	*ch* in chin
Ć	ć	between *ts* and *ch* in chin
D	d	*d*
Dz	dz	*dz* in adz
Dź	dź	between *dz* and *j* in judge
Dż	dż	*j* in judge
E	e	*e* in set
Ę	ę	somewhat like *an* in man, or like French *in*
F	f	*f*
G	g	*g* in go
H	h	like Polish *ch*
I	i	*e* in be
J	j	*y* in yard, boy
K	k	*k*
L	l	*l* in hilly, as pronounced in some parts of the South
Ł	ł	*l* in bell; by some almost like *w* in we
M	m	*m*
N	n	*n*
Ń	ń	*ny* in canyon
O	o	*o* in port
Ó	ó	like Polish *u*
P	p	*p*
R	r	*r*
Rz	rz	*z* in azure
S	s	*s* in so
Sz	sz	*sh* in shoe
Szcz	szcz	*sh* plus *ch*, somewhat like *sti* in question
Ś	ś	between *s* and *sh*
Ść	ść	*ś* plus *ć*
T	t	*t*
U	u	*u* in rule
W	w	*v*
Y	y	*y* in rhythm
Z	z	*z* in zone
Ź	ź	between *z* in zone and *z* in azure
Ż	ż	*z* in azure

Special characters

Polish uses the Latin alphabet with the addition of the following special characters: Ą ą, Ć ć, Ę ę, Ł ł, Ń ń, Ó ó, Ś ś, Ź ź, and Ż ż. Note also the following somewhat similar characters frequently confused: Ź Ż, ź ż, and łt.

Vowels and consonants

The vowel letters are *a*, *ą*, *e*, *ę*, *i*, *o*, *ó*, *u*, and *y*. The remaining letters of the alphabet are consonant letters.

Diphthongs

The sequences of *i* or *j* followed by one of the vowel letters may be called diphthongs, as are the sequences of a vowel followed by *j*: *ia*, *ja*, *ią*, *ją*, *ie*, *je*, *ię*, *ję*, *ji*, *io*, *jo*, *ió*, *jó*, *iu*, *ju*, *aj*, *ej*, *ij*, *oj*, *ój*, *uj*. The sequences beginning with *i* are not found initially or after a vowel.

Digraphs

The digraphs are: *ch, cz, dz, dź, dż, rz, sz, szcz* and *ść*. Their sounds are shown in the alphabet table.

Consonantal units

The following groups of consonants are for purposes of syllabification treated as units:

bl, bł, br, brz
chl, chł, chr, chrz, chw
dl, dł, dr, drz, dw
fl, fr
gl, gł, gr, grz, gw
kl, kł, kr, krz, kw
pl, pł, pr, prz
śc, sk, skr, skrz, śm, sp, spr, sprz, st, str, strz, stw
tl, tł, tr, trz, tw
wl, wł, wr, wrz

Rules for syllabification[1]

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *uli-ca, mię-so, ko-chać, je-szcze, do-bry, do-brze, bli-sko, kome-dja, wę-grzyn.*
3. In a group of two or more consonants the division is made before the last consonant, digraph, or consonantal unit: *leś-ny, lek-ko, lep-szy, pań-stwo, maj-ster, pierw-szy.*
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *po-ić, po-ema, oce-an, ma-jor.*
5. Certain adverbial prefixes are kept intact. These are: *bez, do, na, nad*(*e*), *naj, ni, nie, o, ob*(*e*), *od*(*e*), *po, pod*(*e*), *poza, prze, przed*(*e*), *przy, roz*(*e*), *społ, u, wy, za,* and *ze: bez-interesowny, do-słać, na-słać, nad-inspektor, nade-słac, ni-gdzie, nie-krwawy,* etc.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *kraj-obraz, krótko-trwały.*
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *golf-sztrom, foks-trot, kop-sztyk, super-arbiter.* This rule applies also to technical and scientific terms, which editors prefer to divide etymologically: *san-gwinik, dja-gnostyka, strato-sfera, hiper-mnezja.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ry-kań-ski	(2, 2, 3)	in-stru-ment	(3, 2)
an-ty-kwa-rjusz	(3, 7, 2)	jak-gdy-by	(6, 2)
atlan-tyc-ki	(3, 3)	kom-pa-njon	(3, 2)
au-tor-stwo	(2, 3)	lu-do-znaw-stwo	(2, 6, 3)
bez-in-te-re-sow-ny	(5, 3, 2, 2, 3)	ła-go-dzić	(2, 2)
bez-wzgięd-ny	(5, 3)	mek-sy-kan-ski	(3, 2, 3)
bi-blij-ny	(2, 3)	mi-mo-środ-ko-wy	(2, 6, 3, 2)
czło-ko-kształt-ny	(2, 6, 3)	na-de-rwać	(2, 5)
di-e-lek-trycz-ny	(7, 2, 3, 3)	nad-gni-ły	(5, 2)
dja-gno-sty-ka	(7, 2, 2)	na-gmin-ny	(5, 3)
do-słow-ny	(5, 3)	naj-mniej-szy	(5, 3)
do-zna-wać	(5, 2)	nie-słusz-ny	(5, 3)
dwu-znacz-ność	(6, 3)	obe-gna-li-śmy	(5, 2, 2)
elo-kwen-cja	(7, 3)	ob-ra-do-wać	(5, 2, 2)
en-cy-klo-pe-dja	(3, 2, 2, 2)	ob-słu-ga	(5, 2)
eu-ro-pej-ski	(2, 2, 3)	ode-rwa-nie	(5, 2)
fe-o-da-lizm	(4, 2, 2)	od-wzo-ro-wa-nie	(5, 2, 2, 2)
fo-to-gra-wiu-ra	(2, 2, 2, 2)	od-zna-cze-nie	(5, 2, 2)
fre-kwen-cja	(7, 3)	po-de-słać	(2, 5)
ge-o-me-trja	(4, 2, 2)	pod-in-spek-tor	(5, 3, 3)
Hisz-pa-nja	(3, 2)	po-gnie-wać	(5, 2)
ide-o-lo-gja	(4, 2, 2)	po-za-służ-bo-wy	(2, 5, 3, 2)
in-kwi-zy-cja	(7, 2, 2)	prze-de-wszyst-kiem	(2, 5, 3)

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[1] Syllabification usage varies considerably among Polish printers, especially as regards the division of consonantal groups. Editors usually permit printers to divide such groups optionally, provided the division does not override phonetics and etymology. The rules given here, being designed for consultants who might not be fully familiar with Polish, are somewhat restrictive, but they insure invariably correct and consistent word division.

Illustrative word divisions—Continued

przed-szkol-ny	(5, 3)	spół-ob-wi-nio-ny	(5, 5, 2, 2)
prze-wra-cać	(5, 2)	stro-i-ciel	(4, 2)
przy-gnę-biać	(5, 2)	su-per-ar-bi-ter	(2, 7, 3, 2)
przy-zna-cze-nie	(5, 2, 2)	śmier-tel-nie	(3, 3)
pu-blicz-ność	(2, 3)	War-sza-wa	(3, 2)
re-pu-bli-ka	(2, 2, 2)	wy-sło-wie-nie	(5, 2, 2)
ro-ze-gnać	(2, 5)	wy-słu-chać	(5, 2)
roz-mna-żać	(5, 2)	za-słab-nię-cie	(5, 3, 2)
rzecz-po-spo-li-ta	(6, 2, 2, 2)	ze-wnętrz-ność	(5, 3)
sa-mo-wznie-ca-nie	(2, 6, 2, 2)	Zjed-no-czo-ne	(3, 2, 2)
sa-mo-zwa-niec	(2, 6, 2)	zwie-rze-nie	(2, 2)
san-gwi-nicz-ny	(7, 2, 3)	żyw-no-ścio-wy	(3, 2, 2)

Stress and diacritics

Stress is usually on the penultimate (next to the last) syllable: *MAT-ka*, *glę-BO-ki*, *spo-wo-DO-wać*. In verbs of the first and second person plural past tense and in words of Latin and Greek origin the stress is on the antepenultimate (second from the last) syllable: *BY-li-śmy* (we were), *BY-li-ście* (you were), *a-ryt-ME-ty-ka*, *MU-zy-ka*, *re-TO-ry-ka*.

The diacritical marks used are the inverted cedilla (˛), to indicate the nasal sounds *ą* and *ę*; the acute (′), to indicate the palatalization of a consonant; the stroke (⁄), to indicate the hard *ł*; and the superior dot (˙), to indicate the postpalatal *ż*.

Capitalization

Capitalization is practically the same as in English, except that proper adjectives are lowercased and names of months are preferably lowercased.

Punctuation

Punctuation is practically the same as in English, except that the comma is used to mark off restrictive as well as descriptive clauses.

Alphabetization

The letters *ą*, *ć*, *ę*, *ł*, *ó*, *ś*, *ź*, and *ż* are regarded as separate characters and are so alphabetized. The complete alphabetic order is: *a, ą, b, c, ć, d, e, ę, f, g, h, i, j, k, l, ł, m, n, ń, o, ó, p, r, s, ś, t, u, w, y, z, ź, ż.*

Abbreviations

a.	albo, or, or else	r. b.	roku bieżącego, current year
i t. d.	i tak dalej, et cetera	s-ka	społka, company, association
N. or Nr	numer, number	str.	stronica, page
		sz.	szanowny, honorable
n. p.	na przykład, for instance	ś. p.	świętej pamięci, deceased
p.	pan, pani, Mr., Mrs.	św.	święty, Saint
por.	porównaj, compare with, cf.	t. j.	to jest, that is
r.	rok, year	w:	wiek, century

Cardinal numbers

jeden, -na, -no	one	osiemnaście	eighteen
dwa, dwie, dwaj	two	dziewiętnaście	nineteen
trzy, trzej	three	dwadzieścia	twenty
cztery, czterej	four	dwadzieścia jeden, etc.	twenty-one, etc.
pięć	five		
sześć	six	trzydzieści	thirty
siedem	seven	czterdzieści	forty
osiem	eight	pięćdziesiąt	fifty
dziewięć	nine	sześćdziesiąt	sixty
dziesięć	ten	siedemdziesiąt	seventy
jedenaście	eleven	osiemdziesiąt	eighty
dwanaście	twelve	dziewięćdziesiąt	ninety
trzynaście	thirteen	sto	hundred
czternaście	fourteen	sto jeden, etc.	one hundred and one, etc.
piętnaście	fifteen		
szesnaście	sixteen	dwieście	two hundred
siedemnaście	seventeen	trzysta	three hundred

Cardinal numbers—Continued

czterysta	four hundred	dwa tysiące	two thousand
pięćset	five hundred	trzy tysiące, etc.	three thousand, etc.
sześćset	six hundred		
siedemset	seven hundred	pięć tysięcy, etc.	five thousand, etc.
osiemset	eight hundred	sto tysięcy	hundred thousand
dziewięćset	nine hundred	miljon	million
tysiąc	thousand		

Ordinal numbers

pierwszy, -sza, -sze	first	trzydziesty	thirtieth
drugi, -ga, -gie	second	czterdziesty	fortieth
trzeci	third	pięćdziesiąty	fiftieth
czwarty	fourth	sześćdziesiąty	sixtieth
piąty	fifth	siedemdziesiąty	seventieth
szósty	sixth	osiemdziesiąty	eightieth
siódmy	seventh	dziewięćdziesiąty	ninetieth
ósmy	eighth	setny	hundredth
dziewiąty	ninth	sto pierwszy, etc.	one hundred and first, etc.
dziesiąty	tenth		
jedenasty	eleventh	dwusetny	two hundredth
dwunasty	twelfth	trzechsetny	three hundredth
trzynasty	thirteenth	czterechsetny	four hundredth
czternasty	fourteenth	pięćsetny	five hundredth
piętnasty	fifteenth	sześćsetny	six hundredth
szesnasty	sixteenth	siedemsetny	seven hundredth
siedemnasty	seventeenth	ośiemsetny	eight hundredth
osiemnasty	eighteenth	dziewięćsetny	nine hundredth
dziewiętnasty	nineteenth	tysiączny	one thousandth
dwudziesty	twentieth	dwutysiączny	two thousandth
dwudziesty pierwszy, etc.	twenty-first, etc.	miljonowy	millionth

Months

styczeń (stycz.)	January	lipiec (lip.)	July
luty	February	sierpień (sierp.)	August
marzec (mar.)	March	wrzesień (wrzes.)	September
kwiecień (kwiec.)	April	październik (paźdz.)	October
maj	May	listopad (listop.)	November
czerwiec (czerw.)	June	grudzień (grudz.)	December

Days

Niedziela	Sunday	Czwartek	Thursday
Poniedziałek	Monday	Piątek	Friday
Wtorek	Tuesday	Sobota	Saturday
Środa	Wednesday		

Seasons

wiosna	spring	jesień	autumn
lato	summer	zima	winter

Time

godzina	hour	miesiąc	month
dzień	day	rok	year
tydzień	week	wiek	century

References.—Joseph Andrew Teslar and Jadwiga Teslar, A New Polish Grammar (London, 1941); J. Stanisławski, English-Polish and Polish-English Dictionary (1942); M. Arct, Słownik Wyrazów Obcych (Warszawa, 1935).

PORTUGUESE

E quando se vir que a tendência da fala do Brasil é completamente diversa da fala de Portugal, que a civilização afasta cada vez mais os dois paises graças aos neologismos diferentes para as invenções, que a literatura no Brasil já se tornou brasileira, rompendo com um passado artificial para ser compreendida do povo; que as influências de fatores varios transformaram a nossa pronuncia e nosso vocabulário, criando aos poucos outra sintaxe—só existirá uma coisa a fazer: o brasileiro dar bons dias ao português, como faz na fronteira com uruguaio, o argentino e o paraguai.—Renato Mendonça, O Português Do Brasil (1936), p. 98.

Alphabet and pronunciation [1]

A	a	stressed: *a* in palm; before *m* or *n*, *u* in hunt (often written *â*); unstressed: *a* in sofa (see Stress and diacritics)
Ã	ã	nasalized *u* in hunt; with *e* or *o* following, *ãe* somewhat like *i* in mind and *ão* somewhat like *ou* in mound
B	b	*b*
C	c	*s* in so, before *e* or *i;* elsewhere like *k*
Ç	ç	*s* in so; used only before *a*, *o*, or *u*
D	d	*d*
E	e	stressed: somewhat like *a* in fate (close), or *e* in get (open); close sound sometimes written *ê,* the open one *é;* unstressed: *e* in basket
F	f	*f*
G	g	*s* in measure, before *e* or *i;* elsewhere like *g* in go
H	h	silent
I	i	stressed: *i* in machine; unstressed: *i* in hit
J	j	*s* in measure
K	k	*k;* used only in foreign words
L	l	*l* in million, before a vowel; elsewhere like *l* in hill
Lh	lh	somewhat like *lli* in million
M	m	*m* before vowel; after vowel, nasalizes vowel and is itself weakened in closure; final unstressed *am* like Portuguese *ão*
N	n	*n* before vowel; after vowel, same as Portuguese *m*
Nh	nh	*ny* in canyon
O	o	stressed: somewhat like *o* in coat when close (sometimes written *ô*), or like *o* in fort when open (sometimes written *ó*); unstressed: *o* in obey, or *u* in put when final
Õ	õ	used with *e*, *õe* is somewhat like *oi* in coin
P	p	*p*
Q	q	always followed by *u* (see Digraphs)
R	r	trilled *r;* in some regions like Parisian French *r*

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[1] The pronunciation shown is that of Brazilian Portuguese; in Portugal unstressed vowels are more slurred, and certain consonants have slightly different sounds.

S	s	*s* in so initially before a vowel; between vowels like *s* in rose (=*z*); when final, like *s* or *z*, or somewhat like *sh*, or like *s* in measure, depending on consonant or vowel of following word if the two are closely linked in structure of sentence; within words: before consonants, like *sh* before *p*, *t*, *c* (=*k*); like *s* in measure before *b*, *d*, *g* (as in go); like *s* before *s* or *ç;* like *z* before other consonants
T	t	*t*
U	u	stressed: *u* in rude; unstressed: *u* in put
V	v	*v*
W	w	*w* or *v*, only in foreign words
X	x	*sh* in shoe initially, and often elsewhere; otherwise as *x* in box (=*ks*), or as *s* or *z*
Y	y	like Portuguese *i;* now usually replaced by *i*
Z	z	*z* in gaze; final often like *z* in azure

Special characters

Portuguese uses the Latin alphabet, with the addition of the following special characters: *Ã ã*, *Ç ç*, and *Õ õ*. Portuguese uses also to a considerable extent the acute (´), the circumflex (^), and sometimes the grave (`) or the dieresis (¨).

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, and *u*. Of these, *a*, *e*, and *o* are termed strong vowels; *i* and *u*, weak vowels. The letter *y*, which occurs only in foreign words, is treated as a vowel before a consonant, otherwise as a consonant. The other letters of the alphabet are all consonants.

Diphthongs and triphthongs

A diphthong is a combination of a strong vowel and a weak vowel. This is pronounced as one syllable, the strong vowel receiving the predominant sound and the weak one being somewhat slurred over (*i* somewhat like *y* in yet or boy, *u* like *w* in wet or bow): p*ai* (pronounced p*Ai*), r*ia*l (pronounced r*iA*l). If the weak vowel, however, carries an acute mark, the two vowels do not constitute a diphthong and are pronounced separately: p*aí*s (pronounced p*a-I*s).[1]

A diphthong may also be a combination of two weak vowels. In such case the first vowel receives the predominant sound and the second one is slurred over: fl*ui*do (pronounced fl*Ui*do), part*iu* (pronounced part*Iu*). If the second vowel, however, carries the acute mark, the two vowels do not constitute a diphthong: r*uí*do (pronounced r*u-I*do), m*iú*do (pronounced m*i-U*do).

A triphthong is a combination of three vowels, the middle one of which is strong the others weak, and is pronounced as a single syllable, the strong vowel receiving the predominant sound: ig*uai*s (pronounced ig*uAi*s). If one of the weak vowels, however, carries an acute mark, the vowels do not constitute a triphthong: part*íei*s (pronounced part*I-ei*s).

Digraphs

The digraphs and their sounds are:

ch as *sh* in ship; in words of Greek origin as *ch* in choir (this latter *ch* occurs only in the older orthography; in the reformed orthography, it is replaced by *c* or, before *e* and *i*, by *qu*)

gu as *g* in go, only before *e*, *i;* *gü* before *e*, *i* to indicate the sound of *gw*

lh as *li* in million

nh as *ny* in canyon

ph as *f* (in the older orthography only)

qu as *k* before *e*, *i;* before *a* and sometimes before *o* as *qu* in quality (=*kw*); *qü* is used before *e*, *i* to indicate the sound of *kw*

th as *t* (in the older orthography only)

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[1] This acute mark may be omitted, however, if the vowel over which it is supposed to appear stands before any final consonant (except *s*) or before *nh*, *nd*, *mb:* r*ai*z (pronounced r*a-I*z), s*ai*r (pronounced s*a-I*r), r*ai*nha (pronounced r*a-I*nha), *ai*nda (pronounced *a-I*nda), C*oi*mbra (pronounced C*o-I*mbra), r*ui*m (pronounced r*u-I*m). The spellings r*aí*z, r*aí*nha, *aí*nda are also permitted.

Consonantal units

For the purpose of syllabification, the following are consonantal units:

bl, br
chl, chr, cl, cr
dl, dr
fl, fr
gl, gr
pl, pr
tl, tr
vl, vr

Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ba-lão, ba-nhar, ma-dre, flui-do.*

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *par-te, guer-ra, sump-to, per-cha, sem-pre.*

4. Division between vowels is avoided. In narrow measure, however, division is admissible between two strong vowels. Hence, in the interest of good spacing, the following vowels may be divided: *aa, ae, ao; ea, ee, eo; oa, oe, oo* (but not the nasal vowels *ãe, ão,* and *õe*): *do-ente, le-oa, po-ema.*

5. According to the new orthography, only the prefix *ex* is kept intact, but division may be made on the other prefixes if such division conforms to rules 2 to 4: *con-sócio* (rule 3), *in-justo* (rule 3), *pro-mover* (rule 2), *re-organizar* (rule 4); but *cons-tar* (rule 3), *ins-pirar* (rule 3), *pros-crever* (rule 3), *reü-nião* (rule 2).

6. Compound words (hyphened) are divided preferably on the hyphen (and each part, according to rules 1 to 5): *além-atlântico, sub-rogar.*

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington, co-gnac, cre-scendo, Reichs-amt.* Technical and scientific terms are regarded as naturalized words and are divided according to rules 1 to 6.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aban-do-nar	(3, 2)	maio-ri-da-de	(2, 2, 2)
abas-te-cer	(3, 2)	má-xi-mo	(2, 2)
aba-ti-men-to	(2, 2, 3)	mi-san-tró-pi-co	(2, 3, 2, 2)
ab-so-lu-to	(3, 2, 2)	mis-ce-lâ-nea	(3, 2, 2)
abs-tra-to	(3, 2)	ne-ces-si-da-de	(2, 3, 2, 2)
an-tia-é-reo	(3, 4, 2)	ne-cro-ló-gi-co	(2, 2, 2, 2)
bem-es-tar	(6, 3)	neu-tra-li-zar	(2, 2, 2)
bi-blio-te-ca	(2, 2, 2)	no-ro-es-te	(2, 4, 3)
bi-ci-cle-ta	(2, 2, 2)	no-va-yor-ki-no	(2, 6, 3, 2)
Bra-si-lei-ro	(2, 2, 2)	nú-me-ro	(2, 2)
com-pre-en-de	(3, 4, 3)	ob-je-to	(3, 2)
con-so-an-te	(3, 4, 3)	obli-quân-gu-lo	(2, 3, 2)
co-ra-ções	(2, 2)	obs-cu-ran-te	(3, 2, 3)
dei-xan-do	(2, 3)	obs-tru-ção	(3, 2)
de-se-qui-lí-brio	(2, 2, 2, 2)	oce-â-ni-co	(4, 2, 2)
elip-sói-de	(3, 2)	oxi-gê-nio	(2, 2)
em-bai-xa-dor	(3, 2, 2)	pa-le-ó-gra-fo	(2, 4, 2, 2)
es-ta-du-ni-den-se	(3, 2, 2, 2, 3)	pa-lha-bo-te	(2, 2, 2)
ex-er-ci-do	(5, 3, 2)	Pa-na-me-ri-ca-no	(2, 2, 2, 2, 2)
fer-rô-lho	(3, 2)	pa-râ-me-tro	(2, 2, 2)
go-niô-me-tro	(2, 2, 2)	pa-trió-ti-co	(2, 2, 2)
he-mis-fé-rio	(2, 3, 2)	pe-ga-nhen-to	(2, 2, 3)
hi-gros-có-pio	(2, 3, 2)	pei-xei-ra	(2, 2)
inad-mis-sí-vel	(3, 3, 2)	por-tu-gue-sa	(3, 2, 2)
in-com-pre-en-sí-vel	(3, 3, 4, 3, 2)	pro-ble-ma	(2, 2)
ine-ren-tes	(2, 3)	pu-bli-ca-men-te	(2, 2, 2, 3)
in-ex-is-ten-te	(5, 5, 3, 3)	re-pre-sen-tan-tes	(2, 2, 3, 3)
ins-ta-la-ções	(3, 2, 2)	re-pú-bli-ca	(2, 2, 2)
in-te-res-sa-dos	(3, 2, 3, 2)	se-mio-fi-cial	(2, 2, 2)
inu-ti-li-zar	(2, 2, 2)	se-nho-res	(2, 2)
ju-rí-di-co	(2, 2, 2)	su-bal-ter-nos	(2, 3, 3)
lin-güís-ti-co	(3, 3, 2)	subs-cre-ver	(3, 2)
lu-xu-rian-te	(2, 2, 3)	trans-pi-rar	(3, 2)

Stress and diacritics

The stress in Portuguese words falls on the penult (last syllable but one) if the word ends in *a, e, o* (followed or not by *s*), *am, em,* and *ens: CAsa, CAsas, paREde, paREdes,* etc.; otherwise on the last syllable (the latter includes words ending in nasals and diphthongs followed or not by *s*): *caNAL, entenDER, vaRÃO, vaRÕES, saRAU, arRAIS.* Words terminating, however, in the diphthongs *ia, io, ua, ue,* and *uo,* preceded by a consonant (followed or not by *m* or *s*), have stress on the *i* or *u: filosofIa, punIa, punIam, louvarIas, continUo, continUe, continUa.* The stress in all such words is not indicated by any diacritical marks.

Words stressed contrary to the rule above carry a written accent mark, either acute (′) or circumflex (^), the former to indicate an open vowel, the latter to indicate a close vowel: *faRÁ, FÁcil, CÔNsules, rePÚblica, ÓRfãos, FÁceis, abunDÂNcia, faMÍlia.*[2]

In addition to indicating stress not according to the first paragraph, accent marks are used as mere diacritics for other purposes, as follows:

(*a*) The acute mark is used over the *e* or *o* in the stressed diphthongs *ei, eu, oi,* to indicate that the *e* or *o* is open; otherwise, the *e* or *o* is close: *réis,* plural of *real* (but *reis,* plural of *rei*), *batéis,* plural of *batel* (but *bateis,* second person plural of *bater*), *sóis,* plural of *sol* or second person singular of *soer* (but *sois,* second person plural of *ser*); also *véu(s), chapéu(s), herói(s), jóia, gibóia,* etc.

(*b*) The acute is used over the *i* or *u* to indicate that it does not form a diphthong with its adjacent strong vowel and is to be stressed: *puniríamos, país, saída, saúde, baú,* etc.

(*c*) The circumflex is used over the stressed *e* or *o* to indicate that the *e* or *o* is close if there are other words spelled like them with the stressed *e* or *o* open: *rêgo* (furrow), *rego* (first person singular of *regar*); *rôgo* (request), *rogo* (first person singular of *rogar*); *dêmos* (present subjunctive of *dar*), *demos* (present indicative of *dar*), *côrte* (court), *corte* (cut, edge).

(*d*) The acute and circumflex are used arbitrarily on monosyllables ending in *a, as, e, es, o, os: pá(s), sé(s), vê(s), mês, pó(s), pôs* (from *pôr*), etc.

(*e*) The acute and circumflex are used on certain words carrying sentence emphasis to distinguish them from words spelled like them but not receiving sentence emphasis: *quê* (interrogative), *que* (relative); *porquê* (interrogative), *porque* (conjunction); *pôr* (verb), *por* (preposition); *pára* (verb), *para* (preposition); *péla* (noun), *pela* (preposition), etc.

(*f*) The acute and circumflex are used to indicate secondary stress in adverbs ending in *mente: rápidamente, sómente, cortêsmente* (from *rápido, só, cortês*).

(*g*) The grave (‵) is used over the *u* in *gu, qu* before *e* or *i* to indicate that the *u* is to be sounded but not stressed. In the other cases the *u* in *gu* and *qu* before *e* or *i* is silent: *conseqùência, argùir, argùí* (first person preterite), but *argúi* (third person present). Instead of the grave, many orthographers use the dieresis (trema) for this purpose.

(*h*) The grave is used over the *i* or *u* to indicate that it does not form a diphthong with the preceding vowel, and is not to be stressed: *saìmento, paìsagem, saùdar.* Instead of the grave, many orthographers use the dieresis (trema) for this purpose.

(*i*) The grave is used over an unstressed open *a, e,* or *o* in certain words if there are other words spelled alike in which the *a, e,* or *o* has a close or weakened value: *à* (to the), *a* (the); *àquele* (to that), *aquele* (that); *prègar* (preach), *pregar* (nail), etc.

(*j*) The tilde (˜) is used to indicate a nasal vowel. It is also used at times to indicate a contraction: *Roiz̃* (=*Rodriguez*), *q̃* (=*que*), *sñca* (=*sentença*).

Capitalization

Capital letters are used as in English with the exception that names of months, days of the week, and proper adjectives are lowercased.

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[2] In Brazil, words ending in *i* or *u* (followed or not by *s*) have stress on the next to the last syllable; stressed otherwise, they carry an accent mark; hence, according to Brazilian usage: *perú(s), javalí(s), alí, aquí,* but *tribu, nenhum, comum, oasis, virus,* etc. However, Agard, Lobo, and Willis (Brazilian Portuguese From Thought to Word, 1944) state that words ending in *i(s)* or *u(s)* are normally stressed on the last syllable and need not receive the stress mark. According to available evidence, there is still disagreement in this matter. On the whole, the rules here recommended follow those now valid in Brazil.

Punctuation and hyphenation

Punctuation marks are used as in English.

The apostrophe as a sign of contraction between prepositions and pronouns has practically disappeared: *neste* (instead of, formerly, *n'este, 'neste,* or *n-este*), in this; *dêsse* (instead of *d'êsse*), of that; *dàquém* (instead of *d'àquém*), on this side; *dêle* (instead of *d'êle*), of him, his; etc. The apostrophe is still retained, however, in proper nouns and a few compounds: *Sant' Ana, Nun' Alvares.* (Note also compounds in paragraph following.) The apostrophe is sometimes used after a capital letter instead of the acute: *A'sia, E'*, etc.

The hyphen is employed, aside from its use in syllabification, to indicate compounds whose elements retain their phonetic independence: *mãe-d'água*, reservoir; *mão-d'obra*, workmanship; *contra-almirante*, rear admiral; *pára-raios*, lightning conductor. It is also used to set off suffixed and infixed pronouns in verb forms: *dê-me*, give me; *dizem-no-lo*, they say it to us; *fá-lo-ia*, I would do it; also after the monosyllabic forms of *haver* when followed by *de* and an infinitive: *hei-de ler*, I must read, but *havíamos de ler*, we had to read.

Abbreviations

cm	centímetro, centimeter
D.	Dom, Sir; Dona, Lady
Dr.	doutor, doctor
Dra.	doutora, doctress
EE. UU. da A., E. U. A.	Estados Unidos da América, United States of America
Exmo.	Excel(l)entíssimo, Excellency
hect.	hectare, hectare
Il(l)mo.	Il(l)ustríssimo, Illustrious
l.	litro, liter
m.	metro, meter
p.	página, page
pp.	páginas, pages
S. Excia.	Sua Excel(l)ência, His Excellency
S.	São (contraction of santo), Saint
Snr., Sr.	senhor, Mr.; also Lord
Snra., Sra.	senhora, Mrs.
Snrta., Srta.	senhorita, Miss
Sta.	Santa, Saint
V. E., V. Exa.	Vossa Excel(l)ência, Your Excellency
Vmcê., V. M.	Vossa Mercê, Your Grace

Cardinal numbers

um, uma	one
dois, dous, duas	two
três	three
quatro	four
cinco	five
seis	six
sete	seven
oito	eight
nove	nine
dez	ten
onze	eleven
doze	twelve
treze	thirteen
catorze	fourteen
quinze	fifteen
dezasseis, dezaseis	sixteen
dezassete, dezasete	seventeen
dezóito, dezoito	eighteen
dezanove	nineteen
vinte	twenty
vinte e um, etc.	twenty-one, etc.
trinta	thirty
quarenta	forty
cincoenta, cinqüenta	fifty
sessenta	sixty
setenta	seventy
oitenta	eighty
noventa	ninety
cem, cento	hundred
cento e um(a), etc.	one hundred and one, etc.
duzentos, -as	two hundred
trezentos, -as, etc.	three hundred, etc.
mil	thousand
mil e um(a), etc.	one thousand and one, etc.
dois mil, etc.	two thousand, etc.
um milhão	million

Round millions used adjectively are followed by *de: Um milhão de contos*, or *1,000,000 de contos.*

Ordinal numbers

primeiro, primo	first
segundo	second
terceiro	third
quarto	fourth
quinto	fifth
sexto	sixth
sétimo	seventh
oitavo	eighth
nono	ninth
décimo	tenth
undécimo décimo primeiro onzeno	eleventh
duodécimo, décimo segundo	twelfth
décimo terceiro, etc.	thirteenth, etc.
vigésimo	twentieth
vigésimo primeiro, etc.	twenty-first, etc.
trigésimo	thirtieth
quadragésimo, quarentésimo	fortieth
quinquagésimo	fiftieth
sexagésimo	sixtieth
septuagésimo	seventieth
octogésimo	eightieth
nonagésimo	ninetieth
centésimo	hundredth
centésimoprimeiro, etc.	one hundred and first, etc.
ducentésimo	two hundredth
tricentésimo	three hundredth
quadringentésimo	four hundredth
quingentésimo	five hundredth
sex(c)entésimo	six hundredth
septingentésimo	seven hundredth
octingentésimo	eight hundredth
non(in)gentésimo	nine hundredth
milésimo	thousandth

Months

janeiro (jan.)	January
fevereiro (fev.)	February
março (mço.)	March
abril (abr.)	April
maio	May
junho (jun.)	June
julho (jul.)	July
agôsto (agto.)	August
setembro (set.)	September
outubro (obro.)	October
novembro (nov.)	November
dezembro (dez.)	December

Days

domingo	Sunday
segunda-feira	Monday
têrça-feira	Tuesday
quarta-feira	Wednesday
quinta-feira	Thursday
sexta-feira	Friday
sáb(b)ado	Saturday

Seasons

primavera	spring
verão	summer
outo(m)no	autumn
inverno	winter

Time

hora	hour
dia	day
semana	week
mês (mez)	month
an(n)o	year

References.—Joseph Dunn, A Grammar of the Portuguese Language (1930); Frederick B. Agard, Hélio Lobo, and Raymond S. Willis, Jr., Brazilian Portuguese (1944); Alvaro Franco, Dicionário Inglês-Português [e] Português-Inglês (1941).

RUSSIAN

Тамань—маленький городок на берегу моря. * * * Во всём городе только один каменный дом, у самого въезда в город. В нём почта и военное начальство.—M. Yu. Lermontov, Taman’, D. C. Heath & Co. edition, p. 1.

Alphabet, transliteration,[1] and pronunciation

А	а	a	*a* in far [2]
Б	б	b	*b*
В	в	v	*v*
Г	г	g	*g* in go [3]
Д	д	d	*d*
Е	е	e, ye [4]	*e* in fell, *ye* in yell [5]
Ё	ё	ë, yë [6]	*o* in order, *yo* in yore [7]
Ж	ж	zh	*z* in azure
З	з	z	*z* in zeal
И	и	i	*i* in machine [8]
Й	й	y	*y* in boy
К	к	k	*k*
Л	л	l	*l*
М	м	m	*m*
Н	н	n	*n*
О	о	o	*o* in order [9]
П	п	p	*p*
Р	р	r	*r*
С	с	s	*s* in so
Т	т	t	*t*
У	у	u	*u*
Ф	ф	f	*f*
Х	х	kh	*h* in how, but stronger
Ц	ц	ts	*ts* in hats
Ч	ч	ch	*ch* in church
Ш	ш	sh	*sh* in shoe
Щ	щ	shch	*sh* plus *ch*, somewhat like *sti* in question
Ъ	ъ	” [10]	(11)
Ы	ы	y	*y* in rhythm
Ь	ь	’ [12]	(13)
Э	э	e	*e* in elder
Ю	ю	yu	*u* in union
Я	я	ya	*ya* in yard

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[1] U. S. Board on Geographic Names transliteration, 1944. (See p. 474 for Slavic transliteration as a whole.)

[2] When stressed; when unstressed, like *a* in sofa.

[3] Also pronounced as *v* in the genitive ending -го; often used for original *h* in non-Russian words, but is pronounced as *g* by Russians.

[4] *Ye* initially, after vowels, and after ъ, ь.

[5] Pronounced as *i* in habit, or the same sound with preceding *y*, when unstressed.

[6] *Yë* as for *ye*. The sign *ë* is not considered a separate letter of the alphabet, and the ¨ is often omitted. Transliterate as *ë*, *yë* when printed in Russian as *ë*; otherwise use *e*, *ye*.

[7] Only stressed.

[8] Like *i* in habit when unstressed; like *yie* in yield after a vowel and after ь.

[9] Like *o* in abbot when unstressed.

[10] The symbol ” (double apostrophe), not a repetition of the line above.

[11] No sound; used only after certain prefixes before the vowel letters е, ё, я, ю. Formerly used also at the end of all words now ending in a consonant letter. See Note on Old Spelling, p. 456.

[12] ’ (apostrophe).

[13] Palatalizes a preceding consonant, giving a sound resembling the consonant plus *y*, somewhat as in English meet you, did you.

Special characters

Russian uses the Cyrillic alphabet. Many of the characters are the same as in Latin, with the following special ones: Б б, Г г, Д д, Ж ж, Й й, Л л, П п, Ф ф, Ц ц, Ш ш, Щ щ, Ъ ъ, Ы ы, Э э, Ю ю, and Я я. Note the following somewhat similar characters: З Э, Л П, У Ч, Ш Щ, з э, л п, ш щ. The Ы is a separate character and not a combination of Ь and I.

Transliteration

This is a mechanical process of substituting the transliteration letter or combination of letters for each Russian letter: Москва=*Moskva*, Киев=*Kiyev*, Русский=*Russkiy*, etc.

Vowels and consonants

The vowel letters are а, е, ё, и, о, у, ы, э, ю, and я, represented, respectively, by *a*, *e* or *ye*, *ё* or *yё*, *i*, *o*, *u*, *y*, *e*, *yu*, *ya*. The letters й, ъ, and ь are not called either vowels or consonants. All other letters are consonants.

Diphthongs

The sequences of a vowel followed by й are often called diphthongs. Their sounds are:

ай (*ay*) *ai* in aisle
ей (*ey*, *yey*) *ey* in they, or as *yea* (=yes)
ий (*iy*) like prolonged English *ee*
ой (*oy*) *oy*
уй (*uy*) *uoy* in buoy as pronounced by some (o͝o plus *y*)
ый (*yy*) *y* in rhythm plus *y* in yield
эй (*ey*) *ey* in they
юй (*yuy*) *you* plus *y* in yield
яй (*yay*) *ya* in yard plus *y* in yield

Digraphs

The transliterations *ye*, *zh*, *kh*, *ts*, *ch*, *sh*, *shch*, *yu*, *ya* represent single Russian letters and should not be divided in syllabification.

Consonantal units

The following combinations of consonants should be treated, for syllabification purposes, as indivisible units:

бл, бр (*bl*, *br*)
вл, вр (*vl*, *vr*)
гл, гр (*gl*, *gr*)
дв, др (*dv*, *dr*)
жд (*zhd*)
кл, кр (*kl*, *kr*)
мл (*ml*)
пл, пр (*pl*, *pr*)
ск, скв, скр, ст, ств, стр (*sk*, *skv*, *skr*, *st*, *stv*, *str*)
тв, тр (*tv*, *tr*)
фл, фр (*fl*, *fr*)

Rules for syllabification [1]

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: ба-гаж (*ba-gazh*), Бай-кал (*Bay-kal*), му-ха (*mu-kha*), рё-бра (*rё-bra*), каче-ство (*kache-stvo*), свой-ство (*svoy-stvo*).
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: мас-ло (*mas-lo*), мас-са (*mas-sa*), мар-шал (*mar-shal*), точ-ка (*toch-ka*), долж-ность (*dolzh-nost'*), сред-ство (*sred-stvo*).
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: оке-ан (*oke-an*), ма-як (*ma-yak*).
5. Certain adverbial prefixes are kept intact. These are: без (бес), во, воз (вос), вы, до, за, из (ис), на, над, не, ни, низ (нис), о, об, обо, от, ото, пере, по, под, пред(и), пред(о), при, про, раз (рас), с(о), and у. In transliteration these prefixes are respectively *bez* (*bes*), *vo*, *voz* (*vos*), *vy*, *do*, *za*, *iz* (*is*), *na*, *nad*, *ne*, *ni*, *niz* (*nis*), *o*, *ob*, *obo*, *ot*, *oto*, *pere*, *po*, *pod*, *pred*(*i*), *pred*(*o*), *pri*, *pro*, *raz* (*ras*), *s*(*o*), and *u*: без-вкусный (*bez-vkusnyy*), бес-связь (*bes-svyaz'*), во-круг (*vo-krug*), etc.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): радио-связь (*radio-svyaz'*), фото-снимка (*foto-snimka*).

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[1] Since the orthographic reform of 1918, the rules for syllabification have been considerably liberalized. It is generally permitted now to divide according to convenience, provided that phonetics and etymology are not severely overriden. These rules, designed as a guide for workers who might not be thoroughly familiar with the Russian language, are of necessity somewhat restrictive, but they insure invariably correct word division in conformity with generally approved usage.

As a great deal of Russian matter, especially bibliography, is printed in transliterated form, these rules have been formulated so as to apply with equal accuracy whether matter is in Russian characters or in transliteration.

7. It is to be noted that the й (ĭ) always terminates a syllable: бой-кий (*boy-kiy*), рай-он (*ray-on*); the ъ (″) terminates a syllable except in words beginning with въ (*v″*), взъ (*vz″*), and съ (*s″*): отъ-ехать (*ot″-yekhat'*) but съём-ка (*c″yëm-ka*), съест-ной (*s″yest-noy*); the ь (') terminates a syllable except before the soft vowels е (*e*), и (*i*), ю (*yu*), and я (*ya*): маль-чик (*mal'-chik*), but соло-вьев (*solo-v'yev*), бри-льянт (*bri-l'yant*), се-мья (*se-m'ya*).

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: Шек-спир (*Shek-spir*), мас-штаб (*mas-shtab*), Лоа-ра (*Loa-ra*) [not Ло-ара (*Lo-ara*) (from the French *Loire*)], се-ньор (*se-n'or*).

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Аме-ри-кан-ский	*Ame-ri-kan-skiy*	(2, 2, 3)
Ан-глий-ская	*An-gliy-skaya*	(3, 2)
без-ал-ко-голь-ный	*bez-al-ko-gol'-nyy*	(5, 3, 2, 7)
бес-сроч-ный	*bes-sroch-nyy*	(5, 3)
ва-ку-ум	*va-ku-um*	(2, 4)
во-гну-тость	*vo-gnu-tost'*	(5, 2)
во-до-вме-сти-ли-ще	*vo-do-vme-sti-li-shche*	(2, 6, 2, 2, 2)
воз-зре-ние	*voz-zre-niye*	(5, 2)
вос-хва-ле-ние	*vos-khva-le-niye*	(5, 2, 2)
вы-здо-ро-веть	*vy-zdo-ro-vet'*	(5, 2, 2)
вы-со-ко-нрав-ство	*vy-so-ko-nrav-stvo*	(2, 2, 6, 3)
го-су-дар-ствен-ный	*go-su-dar-stven-nyy*	(2, 2, 3, 3)
до-школь-ное	*do-shkol'-noe*	(5, 7)
зав-траш-ний	*zav-trash-niy*	(3, 3)
изъ-яс-не-ние	*iz″-yas-ne-niye*	(7, 3, 2)
ис-сле-до-ва-тель-ский	*is-sle-do-va-tel'-skiy*	(5, 2, 2, 2, 7)
Крон-штадт-ский	*Kron-shtadt-skiy*	(8, 3)
на-всег-да	*na-vseg-da*	(5, 3)
на-дви-га-ю-щий-ся	*na-dvi-ga-yu-shchiy-sya*	(5, 2, 4, 2, 7)
над-вя-зать	*nad-vya-zat'*	(5, 2)
не-сго-ра-е-мый	*ne-sgo-ra-e-myy*	(5, 2, 4, 2)
неф-те-хра-ни-ли-ще	*nef-te-khra-ni-li-shche*	(3, 6, 2, 2, 2)
ни-сколь-ко	*ni-skol'-ko*	(5, 7)
об-ло-же-ние	*ob-lo-zhe-niye*	(5, 2, 2)
обо-зна-че-ние	*obo-zna-che-niye*	(5, 2, 2)
объ-яс-ни-тель-ный	*ob″-yas-ni-tel'-nyy*	(7, 3, 2, 7)
од-но-звуч-ный	*od-no-zvuch-nyy*	(3, 6, 3)
от-зву-чать	*ot-zvu-chat'*	(5, 2)
ото-зва-ние	*oto-zva-niye*	(5, 2)
отъ-ез-жа-ю-щий	*ot″-yez-zha-yu-shchiy*	(7, 3, 4, 2)
Па-ра-гвай	*Pa-ra-gvay*	(2, 8)
пе-ре-гнать	*pe-re-gnat'*	(2, 5)
пер-спек-ти-ва	*per-spek-ti-va*	(8, 3, 2)
пи-о-нер-ский	*pi-o-ner-skiy*	(4, 2, 3)
по-глуб-же	*po-glub-zhe*	(5, 3)
по-гля-ды-вать	*po-glya-dy-vat'*	(5, 2, 2)
по-да-вать-ся	*po-da-vat'-sya*	(5, 2, 7)
под-жи-да-ние	*pod-zhi-da-niye*	(5, 2, 2)
пред-ва-ри-тель-ный	*pred-va-ri-tel'-nyy*	(5, 2, 2, 7)
пре-ди-сло-вие	*pre-di-slo-viye*	(2, 5, 2)
пре-до-хра-нять	*pre-do-khra-nyat'*	(2, 5, 2)
при-вхо-дя-щий	*pri-vkho-dya-shchiy*	(5, 2, 2)
про-све-ще-ние	*pro-sve-shche-ni-ye*	(5, 2, 2)
про-те-стант-ство	*pro-te-stant-stvo*	(2, 2, 3)
про-хва-тить	*pro-khva-tit'*	(5, 2)
раз-вью-чи-вать	*raz-v'yu-chi-vat'*	(5, 2, 2)
раз-мно-жать	*raz-mno-zhat'*	(5, 2)
рас-ска-зы-вать	*ras-ska-zy-vat'*	(5, 2, 2)
соб-ствен-ный	*sob-stven-nyy*	(3, 3)
со-дей-ство-вать	*so-dey-stvo-vat'*	(5, 7, 2)
со-е-ди-нён-ные	*so-ye-di-nën-nyye*	(5, 2, 2, 3)
сол-неч-ный	*sol-nech-nyy*	(3, 3)
солн-це-сто-я-ние	*soln-tse-sto-ya-niye*	(3, 6, 4, 2)
удоб-ней-ше	*udob-ney-she*	(3, 7)

Stress and diacritics

No simple set of rules for syllabic stress can be formulated. The only dependable guide is a native, or a dictionary in the case of basic forms and a grammar for their inflectional shiftings.

The only diacritics are the dieresis and the breve. These do not indicate stress but modification of sound. Note alphabet.

Capitalization

Capitalization is practically as in English, except that proper adjectives, names of the months (except when abbreviated), and days of the week are lowercased.

Punctuation

Punctuation is very similar to that of English, but the comma is used for restrictive as well as nonrestrictive clauses. The dash is used between a subject and a complement when there is no verb *is* or *are*, and sometimes before a clause where the equivalent of the conjunction *that* has been omitted. Dialog is usually shown by dashes rather than quotation marks. Cited material is enclosed in quotation marks, which are usually in the French form—« », though sometimes in the German form—„ “, and rarely as in English.

Abbreviations

Амер.	Американский, American
АХР	Ассоциация Художников Революции, Association of Artists of the Revolution
ВКП(Б)	Всесоюзная Коммунистическая Партия (Большевиков), Communist (Bolshevik) Party of the Soviet Union
вм.	вместо, instead of
ВОКС	Всесоюзное Общество Культурной Связи с Заграницей, All-Union Society for Foreign Cultural Relations
ВЦИК	Всероссийский Центральный Исполнительный Комитет, All-Russian Central Executive Committee
г.	город, city; год, year
Г.	Господин, Mr.
Гжа	Госпожа, Mrs., Miss
гл.	глава, chapter
ж. д.	железная дорога, railroad
и мн. др.	и многие другие, and many others
и пр.	и прочее, etc.
и т. д.	и так далее, etc.
и т. п.	и тому подобное, and such like
км.	километр, kilometer
КП	Коммунистическая Партия, Communist Party
м.	метр, meter
мм.	миллиметр, millimeter
м. п.	место печати, place of seal, L. S.
на пр.	на пример, for example
н. ст.	новый стиль, new style
по Р. Х.	по рождестве Христове, anno Domini
см.	сантиметр, centimeter; смотри, see, cf.
СССР	Союз Советских Социалистических Республик, Union of Soviet Socialist Republics
с. ст.	старый стиль, old style
США	Соединенные Штаты Америки, United States of America
ст.	статья, article
стр.	страница, page
т. е.	то есть, that is
ЦИК	Центральный Исполнительный Комитет, Central Executive Committee
ч.	часть, part

Cardinal numbers

один, одна, одно *m., f., n.*	one
два, две *m. & n., f.*	two
три	three
четыре	four
пять	five
шесть	six
семь	seven
восемь	eight
девять	nine
десять	ten
одиннадцать	eleven
двенадцать	twelve
тринадцать	thirteen
четырнадцать	fourteen
пятнадцать	fifteen
шестнадцать	sixteen
семнадцать	seventeen
восемнадцать	eighteen
девятнадцать	nineteen
двадцать	twenty
двадцать один, etc.	twenty-one, etc.

Cardinal numbers—Continued

тридцать	thirty	двести	two hundred
сорок	forty	триста, etc.	three hundred, etc.
пятьдесят, etc.	fifty, etc.		
девяносто	ninety	пятьсот, etc.	five hundred, etc.
сто	hundred		
сто один, etc.	one hundred and one, etc.	тысяча	thousand

Ordinal numbers [2]

первый	first	шестнадцатый	sixteenth
второй	second	семнадцатый	seventeenth
третий	third	восемнадцатый	eighteenth
четвёртый	fourth	девятнадцатый	nineteenth
пятый	fifth	двадцатый	twentieth
шестой	sixth	двадцать первый	twenty-first
седьмой	seventh	сотый	hundredth
восьмой	eighth	сто первый, etc.	one hundred and first, etc.
девятый	ninth		
десятый	tenth	двухсотый	two hundredth
одиннадцатый	eleventh	трехсотый	three hundredth
двенадцатый	twelfth	четырехсотый	four hundredth
тринадцатый	thirteenth	пятьсотый, etc.	five hundredth, etc.
четырнадцатый	fourteenth		
пятнадцатый	fifteenth	тысячный	thousandth

Months

январь (Янв.)	January	июль	July
февраль (Февр.)	February	август (Авг.)	August
март	March	сентябрь (Сент.)	September
апрель (Апр.)	April	октябрь (Окт.)	October
май	May	ноябрь	November
июнь	June	декабрь (Дек.)	December

Days

воскресенье	Sunday	четверг	Thursday
понедельник	Monday	пятница	Friday
вторник	Tuesday	суббота	Saturday
среда	Wednesday		

Seasons

весна	spring	осень	autumn
лето	summer	зима	winter

Time

час	hour	месяц	month
день	day	год	year
неделя	week		

NOTE ON OLD SPELLING

On October 10, 1918, the Council of People's Commissars decreed the introduction of a spelling reform that had been proposed many years before but never adopted. The spelling used from that time in all official publications, except those of the Academy of Sciences (Akademiya Nauk), was this new spelling. The academy adopted the new spelling in 1924. All Russian writing and printing, except for a few publications outside Russia, has been in the new spelling since the institution of the reform.

The old spelling, found in books printed before the dates mentioned, differed in the following ways:

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[2] The ordinal numbers here given are of the masculine gender. To convert them to feminine or neuter, it is only necessary to effect the proper gender changes: For the feminine, change **ый** to **ая**, **ий** to **ья**, **ой** to **ая**. For the neuter, change **ый** to **ое**, **ий** to **ье**, and **ой** to **ое**.

1. There were used the additional *i* (in the alphabet, after и and before к, as й was not considered a separate letter), ѣ (after ь), ѳ (after я), and ѵ (after ѳ).

2. *I* was used only before another vowel letter and in the word міръ, world. It is now replaced by и (міръ became мир).

3. Ѣ occurred in certain words and in some grammatical endings. It represented the same sound as *e* and is now replaced by *e* everywhere. In a few cases ѣ was pronounced like *ё*, and where *e* is now printed with dieresis (¨), the replacement of ѣ is, of course, *ё*.

4. Ѳ was used in words of Greek origin, for Greek θ (th). It was pronounced *f*, and is now replaced by *f*.

5. Ѵ was used in a few ecclesiastical words, for Greek υ (*u*, *y*). It was pronounced like и, and is replaced by that letter.

6. Ъ was used at the end of all words after a consonant not followed by ь. In this position ъ has simply been omitted since the reform. For some years after 1918, some publishers omitted ъ altogether, using an apostrophe for it after prefixes, but the use of the apostrophe is now discouraged, and ъ is used.

7. The prefixes из, воз, вз, раз, низ, без, чрез, через were written with final з everywhere, whereas now they are written ис, вос, etc., before к, п, с, т, х, ц, ч, ш, щ, ф.

8. Some adjective endings in the genitive singular were written -аго, -яго; these were replaced by -ого, -его.

9. The plural nominative of adjectives agreeing with feminine and neuter nouns was written -ыя, -ія; these endings were replaced by -ые, -ие, which had formerly been used only for adjectives agreeing with masculine nouns.

10. The pronoun "they" in referring to the feminine gender was written онѣ; this was replaced by они, previously used only for masculine reference.

11. Similarly, однѣ, однѣх, однѣми were replaced by одни, одних, одними.

12. The genitive pronoun "her" was written ея; this was replaced by её, formerly used only as accusative.

13. Ё was printed only in schoolbooks. Its use is now official everywhere.

References.—R. I. Avanesov and V. N. Simonov, Ocherk Grammatiki Russkogo Literaturnogo Yazyka (1945); S. C. Boyanus, A Manual of Russian Pronunciation (1935); V. K. Müller, Russian-English and English-Russian Dictionary (1944).

SPANISH

No hay que decir que la consideración que reclama el aspecto fonológico del lenguaje no viene a diminuir el interés del estudio fonético, indespensable, por su parte, para seguir la transformación de los vocablos, para conocer las tendencias que dominan en la evolución del idioma, para la comparación de los dialectos y para la determinación de las zonas y áreas de la geografía lingüística.—Tomás Navarro, Fonología Española, p. 10.

Alphabet and pronunciation

A	a	*a* in watt; *ai* as in aisle
B	b	*b*, at beginning of words and after *m*; more like *v* everywhere else
C	c	*c* in car, before *a*, *o*, *u*, and consonants; before *e*, *i* pronounced as *s* in so, in Latin America; as *th* in thin, in Spain
Ch	ch	*ch* in chart
D	d	*d*, at beginning of words and after *n* and *l;* everywhere else more like *th* in they
E	e	*e* in met; *ei* as in vein
F	f	*f*
G	g	*g* in go, before *a*, *o*, *u*, and consonants; like strong *h* before *e* and *i; gu* like *gw* before *a*, *o;* like *g* in go, before *e*, *i;* *gü* like gw before *e*, *i*
H	h	not pronounced
I	i	*i* in machine; *y* in yet, before and after vowels
J	j	*h*, but with more friction (same as *g* before *e*, *i*)
K	k	*k;* only in foreign words
L	l	*l* in lily
LL	ll	*y* in yet, in most of Latin America; *lli* in million, in Spain, Colombia, and Ecuador
M	m	*m*
N	n	*n; nv* like *mb* in lumber
Ñ	ñ	*ny* in canyon
O	o	*o* in coat; *oi* as in oil
P	p	*p*
Q	q	always followed by silent *u*, *qu* being pronounced *k*
R	r	*r*, like tongue-tap *r* in British pronunciation of very
Rr	rr	*r* trilled, as in Scotch English or Italian
S	s	*s* in so, before most consonants and between vowels; *z* in zeal, before voiced consonants (*b*, *d*, *g*, *l*, *m*, *n*, *r*, *y*)
T	t	*t*
U	u	*u* in rule (=*oo* as in coo); *w* in wet, before vowels; silent in *gue*, *gui*, *qu*
V	v	*b* at beginning of words; more like *v* everywhere else
W	w	*w*, *v;* only in foreign words

X	x	*x* in ax (=*ks*), between vowels; *s* before consonants; *h* in the word México and its derivatives; sometimes *sh* in Latin America
Y	y	*y* in yet, initially and between vowels; *ay* as *ai* in aisle; *ey* as in they; *oy* as in boy
Z	z	*s* in so, in Latin America; *th* in thin, in Spain

Special characters

Spanish uses the Latin alphabet with the addition of the characters *Ñ ñ*. Note that *ch*, *ll*, and *rr* are regarded as separate units; i. e., words beginning with *ch* will be entered in the dictionary after words beginning with *cz*, not between the groups of words beginning with *ce* and *ci*. The acute accent appears very frequently over one of the vowel letters in a word. The dieresis appears occasionally over *u* following *g;* its occurrence elsewhere is so rare as to be negligible.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and sometimes *y*. The other letters are consonants. The letter *y* is a consonant at the beginning of a word (before a vowel) and between two vowels.

Combinations of vowel letters (diphthongs and triphthongs)

The vowel *i* or *u* preceding *a*, *e*, *i*, *o*, *u*, or following *a*, *e*, *o*, is pronounced as a single syllable with the preceding or following vowel; if the diphthong occurs in a syllable which needs an accent mark (see Stress and diacritics), the acute accent is placed over the vowel other than *i* or *u*. The diphthongs are:

ai	*ei*	*oi*		*ái*	*éi*	*ói*	
au	*eu*	*ou*		*áu*	*éu*	*óu*	
ia	*ie*	*io*	*iu*	*iá*	*ié*	*ió*	*iú*
ua	*ue*	*uo*	*ui*	*uá*	*ué*	*uó*	*uí*

At the end of a word and in one-syllable words, *ay*, *ey*, *oy* replace the diphthongs ending in *i*.

Sequences of vowel letters which are not diphthongs, and which may be divided, are those in which *í* or *ú* precedes or follows another vowel: *aí*, *eí*, *oí*, *aú*, *eú*, *oú*, *ía*, *íe*, *ío*, *íu*, *úa*, *úe*, *úo*, *úi*.

Spanish also has triphthongs. A triphthong is a combination of three vowels, the middle one of which is stressed, the others unstressed; the combination is pronounced as a single syllable. The triphthongs are:

iai	*iei*	*ioi*	*iui*	*uai*	*uei*	*uoi*	
iau	*ieu*	*iou*		*uau*	*ueu*	*uou*	*uiu*

If the *i* or *u* at the beginning or the end of a sequence of three vowel letters has an acute accent, it is not part of a triphthong, and division may be made accordingly; e. g., *í-ai*, *ua-ú*, *ú-oi*.

Combinations of consonant letters (digraphs)

The digraphs are *ch*, *ll*, and *rr; sh* is also used in some parts of Latin America, with the same sound as in shoe.

Consonantal units

In Spanish certain consonants followed by *l* or *r* are pronounced in the same syllable with the following vowel. These consonant groups are: *bl*, *br; cl*, *cr; dr; fl*, *fr; gl*, *gr; pl*, *pr; tr.*

Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ca-sa*, *bue-no*, *re-yes*, *mu-cho*, *po-llo*, *co-rrer*, *ha-blar*, *li-bro.*
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *ac-ta*, *ac-ción*, *ist-mo*, *mar-cha*, *cen-tro.*
4. Division may be made between vowels not constituting a diphthong or triphthong or between a diphthong and another vowel: *ca-er*, *le-er*, *ba-úl*, *flú-ido*, *emí-ais.*

5. Certain adverbial prefixes are kept intact. These are: *anti*, *bis*, *circum*, *cis*, *des*, *inter*, *mal*, *pan*, *sub*, *super*, *trans*, and *tras*: *anti-artístico*, *bis-anuo* (never *bi-sanuo*), *circum-ambiente* (never *circu-mambiente*), *des-unión* (never *de-sunión*). Other prefixes are also divisible from the stem, provided the division conforms to rules 2 to 4: *contra-parte* (rule 2), *ab-negación* (rule 3), *ex-traer* (rule 3), *co-existir* (rule 4). Otherwise division on prefixes should be avoided, except in cases of exigency, such as very narrow measure: *ab-usar* (better *abu-sar*), *re-unir* (better *reu-nir*), *ex-ánime* (better *exá-nime*), *in-afectado* (better *ina-fectado*), *co-incidencia* (better *coin-cidencia*). In no case may division on a prefix be made, however, before an *s* followed by another consonant: *cons-titución* (never *con-stitución*), *pers-pectivo* (never *per-spectivo*), *subs-tancia* (never *sub-stancia*).[1]

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *estado-unidense* (rather than *estadou-nidense*), *bien-estar*. (There are not many compound words in Spanish the correct division of which does not coincide with rules 1 to 5.)

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wásh-ington*, *Groen-landia* (never *Gro-enlandia*), *Gegen-stand*, *Frei-schütz*, *Ingol-stadt*, *Ste-phenson*. Scientific and technical words derived from Latin and Greek are treated as naturalized Spanish words and are divided according to rules 1 to 6: *diag-nóstico*, *hemis-ferio*, *anastomosis*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Amé-ri-ca	(2, 2)	in-clu-yen-do	(3, 2, 3)
anas-to-mo-sis	(3, 2, 2)	in-ter-a-me-ri-ca-no	(3, 5, 2, 2, 2, 2)
an-te-o-jos	(3, 6, 2)	in-te-re-ses	(3, 2, 2)
an-ti-es-pas-mó-di-co	(3, 5, 3, 3, 2, 2)	in-te-rro-ga-ción	(3, 2, 2, 2)
an-ti-psó-ri-co	(3, 5, 2, 2)	íst-mi-co	(3, 2)
apro-xi-ma-ción	(2, 2, 2)	lla-me-an-te	(2, 4, 3)
au-to-ex-ci-tan-te	(2, 4, 3, 2, 3)	lu-ga-ri-llo	(2, 2, 2)
au-xi-liar	(2, 2)	ma-la-men-te	(2, 2, 3)
ba-le-á-ri-co	(2, 4, 2, 2)	mal-in-ten-cio-na-do	(5, 3, 3, 2, 2)
bis-a-nuo	(5, 2)	ma-yo-ría	(2, 2)
bri-llan-te	(2, 3)	me-tró-po-li	(2, 2, 2)
cas-te-lla-no	(3, 2, 2)	me-xi-ca-no	(2, 2, 2)
chan-chu-lle-ro	(3, 2, 2)	mid-ship-man	(7, 3)
cir-cum-am-bien-te	(3, 5, 3, 3)	mi-llo-na-rio	(2, 2, 2)
cir-cun-stan-cia	(3, 3, 3)	mi-nis-tro	(2, 3)
cis-al-pi-no	(5, 3, 2)	mo-nos-per-mas	(2, 3, 3)
co-ne-xión	(2, 2)	ne-o-im-pre-sio-nis-mo	(4, 7, 3, 2, 2, 3)
con-se-cuen-cia	(3, 2, 3)	ne-o-yor-qui-no	(4, 2, 3, 2)
cons-ti-tu-cio-nal	(3, 2, 2, 2)	nos-o-tros	(6, 2)
cons-truc-ción	(3, 3)	obs-truir-se	(3, 3)
co-rres-pon-den-cia	(2, 3, 3, 3)	pa-í-ses	(4, 2)
cre-í-an	(4, 4)	pan-a-me-ri-ca-nis-mo	(5, 2, 2, 2, 2, 3)
cre-yen-do	(2, 3)	pa-ra-gua-ya-no	(2, 2, 2, 2)
cual-quie-ra	(6, 2)	pe-re-gri-no	(2, 2, 2)
des-a-rro-llar-se	(5, 2, 2, 3)	pe-rió-di-co	(2, 2, 2)
des-em-ba-rrar	(5, 3, 2)	pe-rí-o-do	(2, 4, 2)
de-se-o-so	(2, 4, 2)	pe-ris-có-pi-co	(2, 3, 2, 2)
des-u-nir	(5, 2)	post-is-lá-mi-co	(7, 3, 2, 2)
diag-nós-ti-co	(3, 3, 2)	pro-rro-gar	(2, 2)
elip-soi-dal	(3, 2)	pú-bli-co	(2, 2)
en-te-rrar	(3, 2)	re-pú-bli-ca	(2, 2, 2)
es-o-tro	(6, 2)	san-güe-sa	(3, 2
es-pa-ño-les	(3, 2, 2)	si-guien-tes	(2, 3)
Es-ta-do-uni-den-se	(3, 2, 6, 2, 3)	sub-al-ter-nar	(5, 3, 3)
exac-ta-men-te	(3, 2, 3)	su-per-e-mi-nen-te	(2, 5, 2, 2, 3)
exa-mi-nar	(2, 2)	trans-al-pi-no	(5, 3, 2)
exe-quá-tur	(2, 2)	tras-an-te-a-yer	(5, 3, 6, 2)
ex-hi-bi-ción	(3, 2, 2)	vos-o-tros	(6, 2)
fre-cuen-te-men-te	(2, 3, 2, 3)	Wal-len-stein	(7, 7)
ge-o-grá-fi-co	(4, 2, 2, 2)	Wásh-ing-ton	(7, 3)
he-mis-fé-ri-co	(2, 3, 2, 2)	Welt-an-schau-ung	(7, 7, 4)
ina-pli-ca-ble	(2, 2, 2)		

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[1] This rule of the *s* is rigidly adhered to, because no Spanish word and hence no syllable can begin with a group of consonants the first of which is *s*.

tress and diacritics

The tilde, the dieresis, and the acute accent are the diacritical marks used in panish. The tilde is used only over the *n*, and *ñ* is a special character repre-enting a separate phoneme, the palatal *n*. The use of the dieresis is related to he spelling of the *k*, *kw*, *g*, and *gw* sounds before the various vowels, as follows:

	a	o	u	e	i
(*k*)	*ca*	*co*	*cu*	*que*	*qui*
(*kw*)	*cua*	*cuo*		*cüe*	*cüi*
(*g*)	*ga*	*go*	*gu*	*gue*	*gui*
(*gw*)	*gua*	*guo*		*güe*	*güi*

The acute accent is used over a vowel to indicate that it is stressed; it is also sed to distinguish homonyms. If there is no accent mark, a word ending in a onsonant (including *y*, except *n* and *s*) is stressed on the last syllable; a word nding in a vowel, *n*, or *s* is stressed on the next-to-last syllable. Specifically, he acute accent is used as follows:

1. To indicate that the vowel is stressed.
2. To indicate vowels not forming a diphthong. (See Diphthongs.)
3. To distinguish words of the same spelling but of different meanings: *aún*, still, et, *aun*, even; *dé*, give, *de*, of; *él*, he, him, *el*, the (but *el que*, *el cual*, he who, him who); *á*, ago, *ha*, has; *hé*, behold, *he*, I have; *mí*, me, *mi*, my; *más*, more, *mas*, but; *é*, I know, be thou, *se*, oneself; *sí*, yes, oneself, *si*, if; *sólo*, only, *solo*, alone, single; , tea, *te*, thee; *tú*, thou, *tu*, thy; *vé*, go, *ve*, sees.
4. To distinguish interrogative or exclamatory use from relative or declarative: *dónde*, where? *adonde*, where; *cómo*, how? *como*, as; *cuán*, how! *cuan*, how; *cuándo*, hen? *cuando*, when; *cuánto*, how much? *cuanto*, as much; *cúyo*, whose? *cuyo*, whose; *ónde*, where? *donde*, where; *qué*, what? *que*, which; *quién*, who(m)? *quien*, who(m).
5. To distinguish pronouns from adjectives: *éste*, this one, *este*, this; *ése*, that ne, *ese*, that; *aquél*, that one yonder, *aquel*, that.
6. Arbitrarily on monosyllabic aorists: *dí*, I gave; *fuí*, I was; *fué*, he was; *ó*, he laughed; *ví*, I saw; *vió*, he saw.
7. To avoid confusing the word *o* (or) with the zero: *2 ó 3*, but *dos o tres*, two r three.

apitalization

The English style of capitalization is followed, with few exceptions.

Adjectives derived from proper nouns are lowercased, as *los mujeres colom-anas* (the Colombian women) and *los cruceros brasileños* (the Brazilian cruisers).

The first word of a question occurring within a sentence is lowercased, as: *Cuando ene la noche, ¿cómo se puede ver?*

Note the following forms of capitalization: *El señor Enrique Palava; el señor n Enrique Palava.*

Days of the week and months begin with a lowercase letter.

In titles of books, only the initial and proper nouns are capitalized: *Historia ítica de España y de la cultura española.*

unctuation and hyphenation

Punctuation is practically the same as in English; and, in addition, inverted terrogation and exclamation marks are used at the exact beginning of the estion or exclamation.

Si es así, ¿qué he de hacer?   *Pero, ¡ay de mí! no es posible.*

Quotation marks begin the first paragraph of a dialog. The succeeding ragraphs sometimes start with em dashes instead of quotation marks, and the tter are not used until the dialog ends:

"¿Es así, señor?
—Sí; es verdad.
—¿Cómo se puede averiguarlo?
No sé; pero es la verdad."

The hyphen, as a rule, is used only in syllabification. The apostrophe is not ployed.

Abbreviations

A.	autor, author
AA.	autores, authors
art.	artículo, article
B.	beato, blessed
B. S. M.	beso sus manos, with great respect (*lit.* I kiss your hands)
C. A.	Centroamérica, Central America
cap.	capítulo, chapter
Cía.	compañía, company
c/l.	curso legal, legal procedure
C. M. B.	cuyas manos beso, very respectfully (*lit.* whose hands I kiss)
D.	don, Mr.
D. F.	Distrito Federal, Federal District
Dña.	doña, Mrs.
Dr.	doctor, doctor
Dra.	doctora, doctress
EE. UU., E. U.	Estados Unidos, United States
E. U. A.	Estados Unidos de América, United States of America
Gral.	general, general
hh.	hojas, leaves
Hnos.	hermanos, brothers
ib.	ibídem, in the same place
íd.	ídem, the same
Ilmo.	Ilustrísimo, Very Illustrious
Lic., Lcdo.	licenciado, licensed
L. S.	lugar del sello, place of the seal
Méx.	México, Mexico
m/n.	moneda nacional, national currency
n. a.	nota del autor, author's note
No., Nº, núm.	número, number
N. Y.	Nueva York, New York
pág.	página, page
pár.	párrafo, paragraph
P. R.	Puerto Rico
Q. E. P. D.	que en paz descanse, deceased
R. A.	República Argentina, Argentine Republic
S. A.	Sociedad Anónima, stock company; Su Alteza, His Highness; Sudamérica, South America
S.Atto.S.S., S.A.S.S.	su atento y seguro servidor, your obedient and faithful servant
S. E.	Su Excelencia, His Excellency
sec.	sección, section
S. E. u O.	salvo error u omisión, error or omission excepted
S. M.	Su Majestad, His Majesty
Sr.	señor, sir; also Lord
Sra.	señora, lady
Sres.	señores, sirs
Srio.	secretario, secretary
Srita., Srta.	señorita, young lady, Miss
S. S.	Su Señoría, His Lordship
Sto.	santo, saint
t.	tomo, volume
tip.	tipografía, printing office
Ud., V., Vd.	usted, you (singular)
Uds., VV.	ustedes, you (plural)
V.	véase, see
V. A.	Vuestra Alteza, Your Highness
V. E.	Vuestra Excelencia, Your Excellency
V. M.	Vuestra Majestad, Your Majesty
Vm.	Vuestra Merced, Your Worship
&	y, and.

Cardinal numbers

uno, una	one
dos	two
tres	three
cuatro	four
cinco	five
seis	six
siete	seven
ocho	eight
nueve	nine
diez	ten
once	eleven
doce	twelve
trece	thirteen
catorce	fourteen
quince	fifteen
diez y seis, dieciséis	sixteen
diez y siete, diecisiete, etc.	seventeen, etc.
veinte	twenty
veinte y uno (veintiuno)	twenty-one
veinte y dos, veintidós, etc.	twenty-two, etc.
treinta	thirty
cuarenta	forty
cincuenta	fifty
sesenta	sixty
setenta	seventy
ochenta	eighty
noventa	ninety
ciento, cien	hundred
ciento y uno, etc.	one hundred and one, etc.
doscientos, -as, etc.	two hundred, etc.
quinientos, -as	five hundred
seiscientos, -as	six hundred
setecientos, -as	seven hundred
ochocientos, -as	eight hundred
novecientos, -as	nine hundred
mil	thousand

Round millions preceding units of quantity are followed by the preposition *de: tres millones de pesos, 3,000,000 de pesos.*

Ordinal numbers

prim(er)o, -a (1°)	first
segundo, -a (2°)	second
tercero, tercer	third
cuarto	fourth
quinto	fifth
sexto, sesto	sixth
sé(p)timo	seventh
octavo	eighth
noveno, nono	ninth
décimo	tenth
undécimo	eleventh
duodécimo	twelfth
décimotercio	thirteenth
décimocuarto, etc.	fourteenth, etc.
vigésimo	twentieth
vigésimo primero, etc.	twenty-first, etc.
trigésimo	thirtieth
cuadragésimo	fortieth
quincuagésimo	fiftieth
sexagésimo	sixtieth
septuagésimo	seventieth
octogésimo	eightieth
nonagésimo	ninetieth
centésimo	hundredth
centésimo primo, etc.	one hundred and first, etc.
ducentésimo	two hundredth
trecentésimo	three hundredth
cuadragentésimo	four hundredth
quingentésimo	five hundredth
sexcentésimo	six hundredth
septengentésimo	seven hundredth
octogentésimo	eight hundredth
nonagentésimo	nine hundredth
milésimo	thousandth

Months

enero (eno.)	January
febrero (fbro.)	February
marzo (mzo.)	March
abril (ab.)	April
mayo	May
junio (jun.)	June
julio (jul.)	July
agosto (agto.)	August
se(p)tiembre (sbre.)	September
octubre (obre.)	October
noviembre (nbre.)	November
diciembre (dbre.)	December

Days

domingo	Sunday
lunes	Monday
martes	Tuesday
miércoles	Wednesday
jueves	Thursday
viernes	Friday
sábado	Saturday

Seasons

primavera	spring
verano	summer
otoño	autumn
invierno	winter

Time

hora	hour
día	day
semana	week
mes	month
año	year

REFERENCES.—Real Academia Española, Gramática de la Lengua Castellana (1931); Arturo Cuyás, Appleton's New Spanish-English and English-Spanish Dictionary (1940); Tomás Navarro, Fonología Española (1949).

SWEDISH

> Då nu en ny upplaga av denna bok skall ges ut, har jag begagnat tillfället att göra några smärre rättelser och förtydliganden—större ändringar i texten ha även om de i vissa fall synts önskvärda av praktiska skäl icke kunnat sättas i fråga.—Erik Ludvig Wellander, Riktig Svenska (1941), p. xvi.

Alphabet and pronunciation

A	a	*a* in father
B	b	*b*
C	c	*s* in sent, before *e, i, y;* elsewhere *k*
D	d	*d;* silent before *j*
E	e	*e* in felt, prey
F	f	*f*[1]
G	g	*y* in yet, before stressed *e, i, y, ä, ö,* and after *l* and *r* in the same syllable; otherwise *g* in go, but silent before *j*
H	h	*h;* silent before *j* and *v*
I	i	*i* in sit; *ee* in tree
J	j	*y* in yet; in some foreign words pronounced *sh*
K	k	*k;* approximately *ch* in chair, before stressed *i, e, y, ä, ö;* a few exceptions in loanwords
L	l	*l;* silent before *j*
M	m	*m*
N	n	*n*
O	o	*o* in often; *oo* in goose
P	p	*p*
Q	q	*q*
R	r	*r* trilled
S	s	*s; never z*
T	t	*t*[2]
U	u	*u* in fuse; also roughly equivalent to unstressed *ue* in value
V	v	*v*
W	w	*v*
X	x	*x*
Y	y	like German *ü* or French *u*
Z	z	*s; never z*
Å	å[3]	*o* in go; *aw* in saw *å*
Ä	ä	like *e* in felt; *a* in glaze
Ö	ö	like German *ö* or French *eu*

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[1] In the orthography employed prior to 1906, the *v* sound was represented in absolutely final position by *f;* medially by *fv*. Since 1906, *v* has represented *f* and *fv*, except in some proper names.

[2] In words of Latin origin, the combination *ti* in the suffix *tion* is pronounced as in English if preceded by any consonant except *r* (*aktion*, pronounced *akshon*), otherwise like *ch* in chair (*nation*, pronounced *nachon; portion*, pronounced *porchon*); in the combinations *tia* and *tie* like *ts* (*profetia*, pronounced *profetsia; aktie*, pronounced *aktsie*).

[3] In typesetting, if the character *å* is not available, it is replaced by *aa*.

Special characters

Swedish uses the Latin alphabet with the addition of three special characters—the last three in the alphabet.

Vowels and consonants

The vowels are *a, e, i, o, u, y, å, ä,* and *ö;* the so-called back vowels being *a, o, u,* and *å;* the front vowels *e, i, y, ä,* and *ö*. The other letters of the alphabet are all consonants.

Diphthongs

The diphthongs in Swedish are *au*, pronounced like *ou* in house; *eu*, pronounced somewhat like *e(ph)ew* in nephew; *oj* as in boy; *aj*, pronounced like *igh* in high.

Digraphs

The digraphs and their sounds are:

ch as *k*
kj as *ch* in chair
ph as *f* (in foreign words)
sch as *sh* in shall
sj as *sh* in shall
sk as *sh* in shall (it is not a digraph if pronounced like *sk* in basket) [1]
skj as *sh* in shall
stj as *sh* in shall
th as *t* (in foreign words)
qu as *kv*

Nasals

The combination *ng* is pronounced like *ng* in sing-er (not fin-ger) and is termed a nasal: *ingen* (pronounced *ing-en*), *hängar* (pronounced *häng-ar*), *engelsk* (pronounced *eng-elsk*), *finger* (pronounced *fing-er*). The velar nasal *ng* must be distinguished, however, from the incidental collocation of the two letters resulting from compounding or affixing, in which case the *ng* is not a nasal: *angelägen* (from *an* plus *gelägen*), *ingripa* (from *in* plus *gripa*); nor is *ng* a velar nasal in words of foreign origin, such as *singular, evangelium.*

The letter *g* is also a velar nasal when it follows a short vowel and precedes the letter *n: lugn* (pronounced *lung'n*), *lugna* (pronounced *lung'na*), *vagnar* (pronounced *vang'nar*), *ugnar* (pronounced *ung'nar*).

Consonantal units

The combinations *kv* (the substitute for the Romance language *qu*), *sk, sp, st,* and *str* are treated for purposes of syllabification as units.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ta-la, re-gel, hu-set, ma-skin, pa-scha, be-kväm, reu-matisk.*

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *al-la, myc-ket, häs-sja, al-stra, hög-ste, fladd-ra, kan-ske, mar-schera, forsk-ning.*

4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *se-ende, gå-ende.*

5. Certain adverbial prefixes are kept intact. These are: *an, av, bak, be, bi, bort, efter, en, ent, er, fort, fram, från, för, före, gen, genom, hop, in, med, miss, mot, ned, o, om, på, samman, sönder, till, under, upp, ur, ut, ute, veder, vid, åt, åter,* and *över: an-draga, av-tryck, bak-slag, be-kläda,* etc.

6. Certain suffixes are kept intact. These are: *aktig, artad, het, ska, skap*(*s*), and *ske: del-aktig, ull-artad, envis-het, amerikan-ska, grann-skap, hand-ske.*

7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *där-emot, dess-utom, bank-aktie, blom-stjälk, bok-tryck.* The compounding *s,* if used, is kept with the preceding component: *dags-ljus, gevärs-exercis, guds-man.*

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *por-trätt, atmo-sfär, manu-skript.* Under this rule are also included technical and scientific words, which editors prefer to treat etymologically: *tele-skop, dia-fragma, des-infektion.*

9. The letter *x* and the nasal *ng* are properly kept with the preceding syllable: *byx-or, lax-en, gung-an, konung-en.*[2]

10. When division is made on a syllable from which a letter was elided, the letter is restored to render the syllable integral: *till-lika* (from *tillika*). It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.

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[1] The letters *sk* are a digraph and pronounced soft, like *sh*, when they occur before a soft vowel in a stressed syllable: *skära* (pronounced *sha'ra*), *skynda* (pronounced *shin'da*), *maskin* (pronounced *mashin'*); otherwise they are pronounced hard, like the English *sk* (*skada, skriva, fisk, rusk, handske, fisket, ruskig*).

There are a few exceptions. Contrary to the rule, *sk* is soft in *människa* (pronounced *männi-sha*), *marskalk* (pronounced *marshalk*), *kanske* (pronounced *kanshe*). On the other hand, *sk* is hard, contrary to the rule, in *skiss, konfiskera, riskera, skelett, skeptisk*, and in a few other words of foreign origin.

[2] The practice varies, however, and many editors allow *x* to be brought over to the next syllable and *ng* to be divided, according to the convenience of the compositor; hence: *by-xor, la-xen, gun-gan, konun-gen* (cf. Axel Johan Uppvall and Gösta Robert Stene, Swedish Grammar and Reader, 1938, p. 3, Syllabification).

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ska	(2, 2, 6)	kor-re-spon-dent	(3, 8, 3)
an-slags-frå-ga	(5, 7, 2)	ma-je-stä-ter	(2, 2, 2)
at-mo-sfär	(3, 8)	ma-nu-skript	(2, 8)
av-prov-ning	(5, 3)	med-ar-be-ter-ska	(5, 3, 2, 6)
bak-grun-der	(5, 3)	me-del-ål-der	(2, 7, 3)
be-grep-pet	(5, 3)	miss-hand-ling	(5, 3)
bel-le-tri-stisk	(3, 8, 2)	mot-stå-en-de	(5, 4, 3)
bi-bli-o-tek	(8, 4, 2)	ned-tryckt-het	(5, 6)
bi-dra-gan-de	(5, 2, 3)	o-be-kväm-lig [3]	(5, 2, 3)
blom-nings-tid	(3, 7)	o-möj-lig [3]	(5, 3)
bort-slu-ta	(5, 2)	om-stjälp-ning	(5, 3)
bo-stä-der-na	(2, 2, 3)	på-se-en-de	(5, 4, 3)
des-in-fek-tion	(8, 3, 3)	sam-man-svärj-ning	(3, 5, 3)
ef-ter-skri-va	(3, 5, 2)	sta-ter-na	(2, 3)
en-skild-het	(7, 6)	sön-der-skju-ten	(3, 5, 2)
ent-le-di-ga	(5, 2, 2)	till-freds-stäl-lel-se	(5, 7, 3, 3)
en-trä-gen-het	(5, 2, 6)	un-der-hålls-kost-nad	(3, 5, 7, 3)
er-bju-dan-de	(5, 2, 3)	upp-hjäl-pan-de	(5, 3, 3)
ex-er-cis	(8, 3)	upp-rätt-hål-la-re	(5, 7, 3, 2)
fort-skri-da	(5, 2)	ur-sprung-lig-het	(5, 3, 6)
fram-al-stra	(5, 3)	ut-ar-ren-de-ra	(5, 3, 3, 2)
främ-jan-de	(3, 3)	ute-slut-ning	(5, 3)
från-trä-da	(5, 2)	ve-ten-skaps-man	(2, 6, 7)
för-en-ta	(5, 3)	vid-stå-en-de	(5, 4, 3)
fö-re-språ-ker-ska	(2, 5, 2, 6)	åter-av-trä-da	(5, 5, 2)
gen-klan-gen	(5, 3)	åt-skil-jan-de	(5, 3, 3)
ge-nom-ar-be-ta	(2, 5, 3, 2)	än-del-se	(3, 3)
ge-o-gra-fi-ska	(4, 8, 2, 6)	änd-sta-tio-nen	(7, 2, 2)
hi-sto-ria	(2, 2)	önsk-nin-gar	(3, 3)
hop-spa-ra	(5, 2)	öst-eu-ro-pe-isk	(7, 2, 2, 4)
in-bjud-ning	(5, 3)	över-ar-bet-ning	(5, 3, 3)
kom-pan-jo-ner	(3, 3, 2)	över-tax-e-ra	(5, 9, 2)

Diacritics and stress

With the exception of *å*, *ä*, and *ö*, diacritics are used only in foreign loanwords (*résumé*) and in certain proper names (*Tegnér*).

Syllabic stress falls on the root syllable in all simple native words and on the main, usually the first, component of compound words.

Capitalization

Capitalization is similar to that in English, except that proper adjectives, days of the week, months, and holidays are lowercased. In compound names, only the first word is usually capitalized (*Förenta staterna*, United States; *Karl den store*, Charles the Great), and the second-person pronouns *Ni*, *Eder*, *Er* are capitalized in correspondence.

Punctuation

The rules of punctuation are essentially the same as in English, although Swedish punctuation is perhaps somewhat closer, the comma, especially, being used more freely. The apostrophe is not used to indicate possession, except in foreign names and those terminating in the letter *s*: *Shakespeare's dramer* (Shakespeare's dramas), *Valerius' visor* (the ballads of Valerius).

Abbreviations

Where the last letter of the abbreviation is the last letter of the complete word, the period is not used.

a.-b.	aktiebolag, joint-stock company	b., bd	band, volume, volumes
adr.	adress, address, c/o	bl. a.	bland annat, bland andra, among other things, or among others
ang.	angående, concerning	d.	död, dead
anm.	anmärkning, remark, observation	d:o	dito, ditto

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[3] The division on the prefix *o-* (meaning un- or non-) should be avoided except in very narrow measure to avoid bad spacing.

Abbreviations—Continued

dr, d:r	doktor, doctor
d. v. s.	det vill säga, that is, that is to say
d. y.	den yngre, junior
d. ä.	den äldre, senior; det är, that is
ell.	eller, or
e. m.	eftermiddagen, afternoon, p. m.
etc.	et cetera, and so forth
ex.	exempel, example (illustration), e. g.
f.	född, born
f. d.	för detta, before this, formerly
f. m.	förmiddagen, before noon, a. m.
frk.	fröken, Miss
f. ö.	för övrigt, besides
förf.	författare, author; författarinna, authoress
H. M.	Hans Majestät, His Majesty
hr	herr, Sir, Mr.
i st. f.	i stället för, in place of
jfr	jämför, compare, cf.
kap.	kapitel, chapter
kl.	klockan, o'clock
kr.	krona, crown; kronor, crowns (coin)
kungl.	kunglig, royal
m. a. o.	med andra ord, in other words
m. fl.	med flera, with others, and others
m. m.	med mera, etc., and so forth
n. b.	nota bene, mark (notice) well
nr, n:o	nummer, numro, number
näml.	nämligen, namely, viz, to wit
obs.	observera, observe
o. d.	och dylikt (dylika), and the like
o. s. a.	om svar anhålles, an answer is requested
o. s. v.	och så vidare, and so forth
p. s.	postskriptum, postscript
red.	redaktör, editor
s., sid.	sida, page; sidor, pages
s. d.	samma dag, the same day
s. k.	så kallad, so called
t. ex.	till exempel, for instance
t. o. m.	till och med, even
und.	undantag, exception

Cardinal numbers

en, ett	one
två	two
tre	three
fyra	four
fem	five
sex	six
sju	seven
åtta	eight
nio	nine
tio	ten
elva	eleven
tolv	twelve
tretton	thirteen
fjorton	fourteen
femton	fifteen
sexton	sixteen
sjutton	seventeen
aderton	eighteen
nitton	nineteen
tjugu (tjugo)	twenty
tjuguen (tjuguett)	twenty-one
tjugutvå, etc.	twenty-two, etc.
tretti(o)	thirty
fyrtio	forty
femtio	fifty
sextio	sixty
sjuttio	seventy
åttio	eighty
nittio	ninety
hundra	hundred
hundra ett, etc.	one hundred and one, etc.
två hundra, etc.	two hundred, etc.
tusen	thousand

Ordinal numbers

(den) förste (-a)	first
andre (-a)	second
tredje	third
fjärde	fourth
femte	fifth
sjätte	sixth
sjunde	seventh
åttonde	eighth
nionde	ninth
tionde	tenth
elfte (elvte)	eleventh
tolfte (tolvte)	twelfth
trettonde	thirteenth
fjortonde	fourteenth
femtonde	fifteenth
sextonde	sixteenth
sjuttonde	seventeenth
adertonde	eighteenth
nittonde	nineteenth
tjugonde	twentieth
tjuguförsta	twenty-first
tjuguandra, etc.	twenty-second, etc.
trettionde	thirtieth
fyrtionde	fortieth
femtionde	fiftieth
sextionde	sixtieth
sjuttionde	seventieth
åttionde	eightieth
nittionde	ninetieth
hundrade	hundredth
hundra första	one hundred and first, etc.
två hundrade, etc.	two hundredth
tusende	thousandth

Months

januari (jan.)	January	juli	July
februari (feb.)	February	augusti (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

Days

söndag	Sunday	torsdag	Thursday
måndag	Monday	fredag	Friday
tisdag	Tuesday	lördag	Saturday
onsdag	Wednesday		

Seasons

vår	spring	höst	autumn
sommar	summer	vinter	winter

Time

timme	hour	månad	month
dag	day	år	year
vecka	week		

References.—Axel Johan Uppvall and Gösta Robert Stene, Swedish Grammar and Reader (1938); Edwin J. Vickner, Simplified Swedish Grammar (1946); Walter E. Harlock, Svensk-Engelsk Ordbok (1947); Axel Johan Uppvall, Swedish Phonology (1938).

TURKISH

Ey, Türk Gençliği, birinci vazifen Türk istiklâlini, Türk Cümhuriyetini ilelebet muhafaza ve müdafaa etmektir. Birgün İstiklâl ve Cümhuriyeti müdafaa mecburiyetine düşersen, vazifeye atılmak için içinde bulunacağın vaziyetin imkân ve şeraitini düşünmeyeceksin. Mevcudiyetinin ve istikbâlinin yegâne temeli budur. Bu temel senin en kıymetli hazinendir.[1]—K. Atatürk.

Alphabet and pronunciation

A	a	*a* in father
Â	â	see Special characters
B	b	*b* in bed
C	c	*j* in judge
Ç	ç	*ch* in church
D	d	*d* in do
E	e	*e* in red
F	f	*f* in far
G	g	*g* in go
Ğ	ğ	*y* in yet, between front vowels (*i*, *e*, *ü*, *ö*); silent or voiced spirant between back vowels (*ı*, *a*, *u*, *o*); after a vowel, final or before a consonant, prolongs the vowel
H	h	*h* in hat
İ	i	*i* in machine
I	ı	*i* in sir
J	j	*z* in azure
K	k	*k* in kit
L	l	*l* in link
M	m	*m* in man
N	n	*n* in no
O	o	*o* in or
Ö	ö	like German *ö* or French *eu*
P	p	*p* in pin
R	r	*r* in red, somewhat more trilled than in English
S	s	*s* in sun
Ş	ş	*sh* in shall
T	t	*t* in tin
U	u	*u* in push
Û	û	see Special characters
Ü	ü	like German *ü* or French *u*
V	v	*v* in van, sometimes more like *w*
Y	y	*y* in yet or boy
Z	z	*z* in zeal
	’	like glottal catch “uh-oh”

Special characters

Turkish uses the Latin alphabet with the addition of the following special characters: Â â, Ç ç, Ğ ğ, İ, ı, Ö ö, Ş ş, Û û, and Ü ü. The characters Ğ ğ occur also as Ğ ğ. Note the characters İ I, i ı. The circumflex accent (^) is frequently used over vowels. It sometimes indicates prolongation of the vowel, sometimes palatal (*y*-like) pronunciation of neighboring *k*, *g*, or *l*. Turkish orthography uses no digraphs.

Vowels and consonants

The vowel letters are *a*, *â*, *e*, *i*, *ı*, *o*, *ö*, *u*, *û*, and *ü*. The remaining letters of the alphabet are consonants. The apostrophe (’), which indicates hiatus or slight glottal catch, counts as a consonant.

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[1] [TRANSLATION:] O, Turkish Youth, your first duty is to look after and eternally to protect the Turkish Independence. If one day you are called upon to defend the Republic and the Independence, you will take over your duty neither flinching nor being deterred by any circumstances or situations in which you may find yourselves. This is the only foundation to your existence and future. This foundation is your most valuable treasure.

Consonantal units

For the purposes of syllabification, there are no consonantal units in Turkish, although in foreign words deference is shown to consonantal units according to the language of origin.

Rules for syllabification

1. Turkish, not having diphthongs, digraphs, or consonantal units, has no groups of vowels or consonants which may not be divided, provided division conforms to rules 2 to 8 below.
2. Division is made on a vowel before a single consonant: *ha-va, zi-ya, sa-kin.*
3. In a group of two or more consonants, division is made before the last consonant: *bil-mek, bil-lûr, ört-mek, sat-hî, sal-ya, bey-yine.*
4. Vowels may be divided: *ma-ani, mu-af.*
5. Turkish has no prefixes in the conventionally accepted sense. The negative particle *gayri,* however, acts as a prefix and is kept intact: *gayri-matbu.*
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *göz-ağrısı.*
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *fa-brika, am-plifikatör, ka-blo, tel-graf, boy-skavt.* In this rule are also included scientific and technical words, which editors prefer to treat etymologically: *pan-kreas, proto-plasma.*
8. Division may be made on the apostrophe indicating hiatus: *mes’-ul.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

A-ce-mis-tan	(2, 3)
a-kort-la-mak	(3, 2)
A-la-man-ya	(2, 3)
alt-mış-al-tı	(3, 6, 3)
A-me-ri-kan	(2, 2)
an’-a-nan	(8, 2)
an-fi-te-atr	(3, 2, 4)
An-gli-kan	(7, 2)
An-ka-ra	(3, 2)
an-si-klo-pe-di	(3, 7, 2, 2)
as-ri-leş-tir-mek	(3, 2, 3, 3)
baş-ağ-rı-sı	(6, 3, 2)
baş-lı-ba-şı-na	(3, 2, 2, 2)
be-ra-et	(2, 4)
bey-yi-ne	(3, 2)
bil-kül-li-ye	(3, 3, 2)
bi-na-en-a-leyh	(2, 4, 6, 2)
bi-pa-yan	(2, 2)
Bir-le-şik	(3, 2)
bi-ta-raf-lik	(2, 2, 3)
can-a-cı-sı	(6, 2, 2)
cüm-hu-ri-ye-ti	(3, 2, 2, 2)
çağ-rıl-mak	(3, 3)
dağ-a-la-sı	(6, 2, 2)
Dev-let-ler	(3, 3)
ec-ne-bi-lik	(3, 2, 2)
el-al-tın-dan	(6, 3, 3)
en-ter-nas-yo-nal	(3, 3, 3, 2)
fa-bri-ka-tör	(7, 2, 2)
gay-ri-ka-bil	(3, 5, 2, 2)
ha-yır-lı	(2, 3)
hay-si-yet	(3, 2)
hü-kû-met	(2, 2)
ih-ba-ri-ye	(3, 2, 2)
Is-tan-bul	(3, 3)
i-yi-leş-mek	(2, 3)
ır-ga-la-mak	(3, 2, 2)
kü-tüp-ha-ne	(2, 3, 2)
lâ-a-let-ta-yin	(4, 2, 3, 2)
li-to-ğra-fi	(2, 7, 2)
ma-no-me-tre	(2, 2, 7)
man-ye-zi-um	(3, 2, 4)
ma-te-ri-ya-list	(2, 2, 2, 2)
me-bus-luk	(8, 3)
met-he-dil-mek	(3, 2, 3)
me-tro-po-lit	(7, 2, 2)
met-ruk-kü	(3, 3)
mev-su-ki-yet	(3, 2, 2)
mo-no-plân	(2, 7)
mu-sah-hah	(2, 3)
mü-el-lef	(4, 3)
nes-het-mek	(3, 3)
or-to-ğraf	(3, 7)
pro-to-plas-ma	(2, 7, 3)
ri-a-ye-ten	(4, 2, 2)
ser-best-çe	(3, 3)
tak-si-me-tre	(3, 2, 7)
tay-ya-re-ci-lik	(3, 2, 2, 2)
türk-çe-si	(3, 2)
türk-çü-lük	(3, 2)
us-ta-lık-lı	(3, 2, 3)
uz-laş-tır-mak	(3, 3, 3)
ü-leş-tir-mek	(3, 3)
ül-tra-vi-yo-le	(7, 2, 2, 2)
va-kit-siz	(2, 3)
Vaş-ing-ton (*or* Vash-ing-ton)	(7, 3)
ya-ra-şık-sız	(2, 2, 3)
ye-tiş-mek	(2, 3)

Stress and diacritics

Stress is not marked in Turkish orthography. The only diacritics are the dieresis, cedilla, and circumflex, all of which are explained under Special characters.

Capitalization

Capitalization is practically as in English, but proper adjectives are lowercased.

Punctuation

Punctuation is similar to that in English, but the comma and dash are used somewhat more frequently than in English.

Abbreviations

A. Ş.	Anonim Şirket, anonymous firm; Inc.
a y n. mll.	aynı müellif, the same author; idem
B.	Bey (Bay), Sir, Mr.
B. D.	Birleşik Devletler, United States
Bl.	Bölük, Company, Co.
Gn.	Genel, General
Hz.	Hazretleri, His Excellency, His Majesty
ilv.	ilâve, supplement
km.	kilometre, kilometer
M.	Mösyö, Monsieur, Mr.
Ml.	Matmazel, Miss
Mm.	Madam, Mrs.
msl.	meselâ, for example, e. g.
No.	Nümero, number
Pş.	Paşa, Pasha
s.	sahife, page
sk.	sokak, street
sm.	santimetre, centimeter
Şsi.	Şürekası, Company, Co.
T. C.	Türkiye Cümhuriyeti, The Republic of Turkey
T. L.	Türk Lirası, Turkish pound
v. b.	ve başkalar, and others, et al.
v. s.	ve saire, etc.

Cardinal numbers

bir	one
iki	two
üç	three
dört	four
beş	five
altı	six
yedi	seven
sekiz	eight
dokuz	nine
on	ten
on bir	eleven
on iki	twelve
on üç, etc.	thirteen, etc.
yirmi	twenty
yirmi bir, etc.	twenty-one, etc.
otuz	thirty
kırk	forty
elli	fifty
altmış	sixty
yetmiş	seventy
seksen	eighty
doksan	ninety
yüz	hundred
yüz bir, etc.	one hundred and one, etc.
iki yüz, etc.	two hundred, etc.
bin	thousand

Ordinal numbers [2]

birinci	first
ikinci	second
üçüncü	third
dördüncü	fourth
beşinci	fifth
altıncı	sixth
yedinci	seventh
sekizinci	eighth
dokuzuncu	ninth
onuncu	tenth
on birinci	eleventh
on ikinci	twelfth
on üçüncü, etc.	thirteenth, etc.
yirminci	twentieth
yüzüncü, etc.	hundredth, etc.
bininci, etc.	thousandth, etc.

Months

Ocak (Kânunsani)	January
Şubat	February
Mart	March
Nisan	April
Mayıs	May
Haziran	June
Temmuz	July
Ağustos	August
Eylül	September
Ekim (Teşrinevel)	October
Kasim (Teşrinsani)	November
Aralik (Kânunevel)	December

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[2] The ordinals are formed regularly from the cardinals by the addition of *-inci*, *-uncu*, or *-üncü*, in accordance with the principle of vowel harmony.

Days

Pazar	Sunday	Perşembe	Thursday
Pazartesi	Monday	Cumâ	Friday
Salı	Tuesday	Cumartesi	Saturday
Çarşamba	Wednesday		

Seasons

ilkbahar	spring	sonbahar	autumn
yaz	summer	kış	winter

Time

saat	hour	ay	month
gün	day	yıl, sene	year
hafta	week		

References.—N. A. McQuown and Sadi Koylan, Spoken Turkish (1944); A. Vahid Moran, Türkçe-İngilizce Sözlük (1945); James W. Redhouse, Lûgati, İngilizce-Türkçe (1950); F. Heuser und İ. Şevket, Türkisch-Deutsches Wörterbuch (Istanbul, 1942).

SLAVIC LANGUAGES AND THEIR ALPHABETS

The Slavic languages are usually divided into three groups:

(*a*) West Slavic, which includes Polish, Sorb or Wendish (also called Lusatian), Czech, and Slovak; Polabian, now extinct, also belongs to this group, as do Kashubian (almost extinct) and Slovinzian (extinct). Polish is the language of Poland. Sorb or Wendish is spoken along the river Spree in both Upper and Lower Lusatia. Czech and Slovak are two separate, though very similar, languages; Czech is spoken in western and central Czechoslovakia (Bohemia and Moravia), and Slovak in the eastern part of the country (Slovakia). Polabian was spoken in the regions adjacent to the Elbe River. Kashubian and Slovinzian were found in the region around Danzig in Pomerania.

(*b*) East Slavic, which comprises Russian, Ukrainian, and White Russian. Russian is spoken throughout the Soviet Union, but was originally native only to central and northern European Russia. White Russian is spoken in the White Russian Soviet Socialist Republic. Ukrainian is found in most of the Ukrainian Soviet Socialist Republic; the variety of Ukrainian spoken in what was formerly sub-Carpathian Russia in Czechoslovakia was often referred to as Ruthenian. Ukrainian was formerly called Little Russian, and Russian proper was then designated as Great Russian.

(*c*) South Slavic, which includes Slovene, Serbo-Croatian, Macedonian, and Bulgarian. Serbo-Croatian is a single literary language, the Serbian areas writing it in the Cyrillic alphabet, while the Croatian areas use the Latin alphabet (in the form given as transliteration for Serbian Cyrillic). Serbo-Croatian is the language of all Yugoslavia, but Slovene is used in Slovenia (northwest Yugoslavia) and Macedonian in Macedonia (southeast Yugoslavia). Bulgarian is spoken in Bulgaria.

The West Slavic languages and Slovene and Croatian have always been written in the Latin alphabet. The other Slavic languages use modern forms of Cyrillic. Cyrillic was devised in the 10th century, being based on the Greek alphabet. It was created for the purpose of writing Old Macedonian, which is usually called Old Church Slavic, and the old form of the alphabet, not given below, is now found only in printed ecclesiastical materials. Old Church Slavic is sometimes called Old Church Slavonic.

Slavic (Cyrillic) alphabets

Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ы ы, Ь ь, Э э, Ю ю, Я я; formerly also used: І і, Ѣ ѣ, Ѳ ѳ, Ѵ ѵ

Ukrainian: А а, Б б, В в, Г г, Д д, Е е, Є є, Ж ж, З з, И и, І і, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ь ь, Ю ю, Я я, ’; formerly also used: Ґ ґ, Ї ї

White Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, І і, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ў ў, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ы ы, Ь ь, Э э, Ю ю, Я я; formerly also used: Ґ ґ

Bulgarian: А а, Б б, В в, Г г, Д д, Е е, З з, Ж ж, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ь ь, Ю ю, Я я; formerly also used: Ѣ ѣ, Ѫ ѫ, Ѭ ѭ

Macedonian: А а, Б б, В в, Г г, Ѓ ѓ, Д д, Е е, Ж ж, З з, Ѕ ѕ, И и, Ј ј, К к, Ќ ќ, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш, ’

Serbian: А а, Б б, В в, Г г, Д д, Ђ ђ, Е е, Ж ж, З з, И и, Ј ј, К к, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, Ћ ћ, У у, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш

The Cyrillic alphabet has been adopted recently in the Union of Soviet Socialist Republics for use with various non-Slavic languages, such as Moldavian, Kirghiz, Tajik, Mongolian, and others. Usually the Russian form is used as a base, with special letters added as needed.

Transliteration of Cyrillic alphabets

The transliteration given first place here is that of the United States Board on Geographic Names, adopted in 1944. It is identical with that used by the (British) Permanent Committee on Geographical Names, adopted about the same time. The Board on Geographic Names transliteration has been officially adopted only for Russian, Bulgarian, and Serbian; for the other languages here given it is applied by extending the same principles and supplying new symbols or digraphs as needed. Certain additions to avoid possible ambiguity are also given.

The Library of Congress uses a transliteration that differs at certain points from that of the Board on Geographic Names. These differences are indicated.

In works on Slavic in the fields of linguistics and philology, still other transliterations are used. These are also indicated, the word "linguistics" being used to mean linguistics and philology.

In the list below, the transliterated symbol holds for all six languages when it is not marked. Where different uses are recommended for different languages, or where a letter is used only in some of the languages, these facts are stated.

Alphabets, pronunciation, and transliteration

А	а	*a*
Б	б	*b*
В	в	*v*
Г	г	*g* in Russian, Bulgarian, Macedonian, and Serbian; *h* in White Russian and Ukrainian; linguistics, always *g*
Ґ	ґ	*g* in White Russian and Ukrainian only; no longer used; linguistics, *ḡ*
Ѓ	ѓ	*g’* in Macedonian only; linguistics, *ǵ*
Д	д	*d*
Ђ	ђ	*đ* or *dj* in Serbian only; Library of Congress and linguistics, *đ*
Е	е	*ye* in Russian initially and after a vowel or ъ or ь, *e* elsewhere; in White Russian, always *ye;* in the other languages, always *e;* Library of Congress and linguistics, always *e*
Ё	ё	*yë* and *ë* in Russian, as for *ye* and *e;* in White Russian, *i͡o;* not used elsewhere; Library of Congress always uses *ë* in Russian; linguistics, *ė* or *ë*
Є	є	*ye* in Ukrainian only; Library of Congress, *i͡e;* linguistics, *ë* or *je*

Ж	ж	*zh;* linguistics, *ž*
З	з	*z;* Library of Congress, *z͡h* in Ukrainian, *ž* in Serbian
S	s	*dz* in Macedonian only; linguistics, *z̀* or *dz*
И	и	*i*, except in Ukrainian, where it is *y;* linguistics, always *i*
Й	й	*y;* not used in Macedonian and Serbian; Library of Congress, *ĭ;* linguistics, *i̯* and *j*
I	i	*ī* in Ukrainian and Russian; *i* in White Russian; not used elsewhere; no longer used in Russian; Library of Congress and linguistics, *ī*
Ï	ï	*yi* in Ukrainian only; no longer used; Library of Congress, *ï;* linguistics, *ï* and *ji*
J	j	*j* in Macedonian and Serbian only
К	к	*k*
Ќ	ќ	*k'* in Macedonian only; linguistics, *ḱ*
Л	л	*l*
Љ	љ	*l̦* or *lj* in Macedonian and Serbian only; linguistics, *l̦*
М	м	*m*
Н	н	*n*
Њ	њ	*ń* or *nj* in Macedonian and Serbian only; Library of Congress, *nj;* linguistics, *ń*
О	о	*o*
П	п	*p*
Р	р	*r*
С	с	*s*
Т	т	*t*
Ћ	ћ	*ć* in Serbian only
У	у	*u*
Ў	ў	*w* in White Russian only; Library of Congress, *ŭ;* linguistics, *u̯*
Ф	ф	*f*
Х	х	*kh;* Library of Congress uses *h* for Serbian; linguistics, *x* and *ch*
Ц	ц	*ts;* Library of Congress, *t͡s* for Russian, *c* for Serbian and Macedonian; linguistics, *c;* to avoid ambiguity, Cyrillic тс may be transliterated as *t.s*, or the Library of Congress symbol for ц may be used
Ч	ч	*ch*, except *č* in Macedonian and Serbian; linguistics, *č*
Џ	џ	*dž* in Macedonian and Serbian only; linguistics, *ǯ*
Ш	ш	*sh*, except *š* in Macedonian and Serbian; linguistics, *š;* Library of Congress uses *s͡h* in Ukrainian to avoid ambiguity with сг=*sh*
Щ	щ	*shch* in Russian, White Russian, and Ukrainian; *sht* in Bulgarian; not used in Macedonian and Serbian; linguistics, *š* and *šč* (or *št* for Bulgarian)
Ъ	ъ	double apostrophe (") in Russian and Bulgarian; not used elsewhere; Library of Congress, ″; linguistics, *ŭ*
Ы	ы	*y* in Russian and White Russian only
Ь	ь	single apostrophe ('); not used in Macedonian and Serbian; Library of Congress, ′; linguistics, *ĭ*
Ѣ	ѣ	*yē* and *ē* in Russian, no longer used; *ye* in Bulgarian, no longer used; not used elsewhere; Library of Congress, *i͡e;* linguistics, *ě*
Э	э	*e* in Russian (or *è* to avoid ambiguity); *è* in White Russian; not used elsewhere; Library of Congress, *ė;* linguistics, *è*

Ю	ю	*yu;* not used in Macedonian and Serbian; Library of Congress, *i͡u;* linguistics, *ü* and *ju*
Я	я	*ya;* not used in Macedonian and Serbian; Library of Congress, *i͡a;* linguistics, *ä* and *ya*
Ѳ	ѳ	*ḟ* in Russian only; no longer used
Ѵ	ѵ	*ẏ* in Russian only; no longer used
Ѫ	ѫ	*ă* in Bulgarian only; no longer used; Library of Congress, *ŭ;* linguistics, *ǫ*
I-Ѫ	ɪ-ѫ	*yă* in Bulgarian only; no longer used; linguistics, *ǫ̆* or *jǫ*
	'	Ukrainian and Macedonian only, instead of older ъ; transliterate by double apostrophe ("), single apostrophe (') is used for ь in Ukrainian; linguistics, '

The old form of Cyrillic used for Old Church Slavic had letters similar in shape to а, б, в, г, д, е, ж, з, ѕ, и, і, к, л, м, н, о, п, р, с, т, у, ф, х, ц, ч, ш, щ, ъ, ы, ь, ѣ, ю, ѫ, ɪ-ѫ, ѳ, and ѵ. In addition there were ω (Greek) = ō, ɪa (equal to modern я), ɪ-e (equal to Ukrainian є), ѧ = *ę* (nasal *e*), ɪѧ = *ę̆* (*yę* or *ję*), ξ (Greek) = *ks* (*x*); ψ (Greek) = *ps;* ы appeared as ъı or ъі, and also as ъи (*ŭī*, *ĭĭ*, *ŭi*). A still older form of this alphabet, the Glagolitic, has letter shapes that are very different from those of the original Greek or modern Cyrillic; this alphabet lacked the letters ω, ы, ɪ-a, ɪ-e, ξ, ψ, but had a letter corresponding to Serbian џ.

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[Numbers in parentheses refer to rules; italic indicates exact terminology]

[For lists of capitalization, spelling, compounding, and abbreviations, see Guide to Capitalization, p. 31; Spelling, p. 57; Guide to Compounding, p. 79; Abbreviations, p. 155]

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